

RELEASE NOTES

for DRIVE



Version 3.1 Build 1

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INTRODUCTION.....	1
MTD (Making Tax Digital) UK Only	2
.NET Framework Update to Version 4.6	2
MTD VAT Returns - Check Status	2
VAT Return - VAT MTD Exceptions.....	3
VAT Return – VAT Due on Acquisitions from other EC Member States	4
VAT MTD Authorisation expiry Information message	5
DRIVE Desktop	6
Launch at Startup - Jobs Option	6
Budgets	7
Print Budget - Client Status and Job Status Options.....	7
Period Dates	8
Lock Periods - Option to show Unpassed Timesheet / Expenses.....	8
Client & Contact Database	9
Client & Contact Database Summary – Exclude Closed Clients.....	9
GDPR.....	10
Lookups - GDPR Categories.....	10
Client/Contact Database Browse - GDPR Fields	11
Data Mining - GDPR Fields.....	12
GDPR Consent - All Option	13
Templates.....	14
Bill Template - New Merge Fields	14
Deadline Management	15
Deadline Frequency - Four Weekly option.....	15
Nominal Ledger	16
Recurring Nominal Journal – Maximize	16
Year-End Routine Redesigned.....	17
My Communications	20
E-Mail Settings - Delivery & read Receipt options.....	20
Data Import From Excel to DRIVE.....	21
Import Clients from excel into drive – changes.....	21
Client/Contact/Prospect Other Information View	23
Other Information View – will only show active clients.....	23
SEPA/DD & BACS/DD Details.....	24
Reports.....	26

Books in Report - New Fields	26
SIP 9 Report – New Fields	27
Expense Claim Form - Option to 'Show Signature'	28
Job Other Information Tab Introduced in four reports.....	29
Client WIP Reconciliation Report – By Staff, new breakdown by client	30
Staff Transfer Report Changes.....	31
Client Aged WIP Report – New WIP Provision Amount Column	33
Client Aged Debt Report – New Fees Provision Amount Column.....	35
Aged Debtors Report – New Fees Provision Amount Column.....	36
Receipts Discount Report – New SEPA DD & BACS DD columns.....	37



INTRODUCTION

These release notes outline the enhancements introduced in **DRIVE Version 3.1 (including 3.0.27)**.

We have made improvements in MTD-VAT Returns, Reports, Client Summary, Budgets, GDPR, Year End and Import Routine.

Please take the time to read the notes and then apply the update.

If you have any queries, please contact support at support@relate-software.com or call +353 1 4597800 (ROI) or +44 871 284 3446 (UK).

The following program changes have been requested from both users and internal quality control reviews. If you have any changes you would like to see in DRIVE CRM & Practice Management, please send an email to enhancements@relate-software.com with a detailed description of the change required.

IMPORTANT

Backup your database before running the update.

Relate Software recommend that you take regular backups of your database to minimise any loss of data.



MTD (MAKING TAX DIGITAL) UK ONLY

.NET FRAMEWORK UPDATE TO VERSION 4.6

HMRC have informed software vendors that from 1st October 2019 they will only support TLS 1.2. TLS stands for Transport Layer Security and is a cryptographic protocol to provide secure communications over a network. The use of TLS 1.2 provides greater security when digitally transferring data. DRIVE has been updated to ensure the use of TLS 1.2 when filing MTD Vat Returns to HMRC. In order to upgrade to TLS 1.2 we have also updated the version of .Net Framework to 4.6.

.Net Framework 4.6 is standard on modern PCs. If you have any concerns in relation to the version of .Net Framework installed on your PC please contact your IT. DRIVE will not run on a lower version of .Net Framework.

MTD VAT RETURNS - CHECK STATUS

We have added a new option in MTD VAT Returns, **Check Status**.

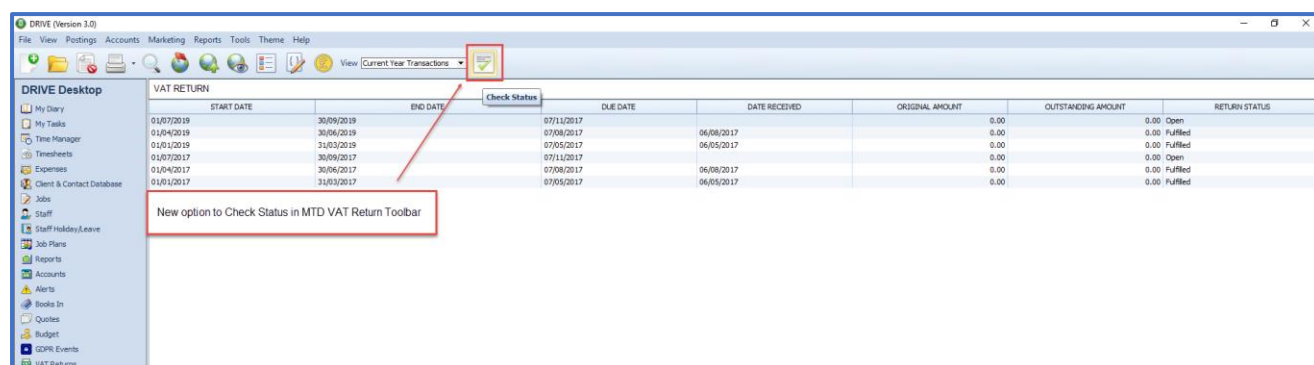


Figure 1: Check Status Icon

The **Check Status** option will check with HMRC as to the Status of all VAT Returns on screen and update the Return Status, Date Received, Original Amount and Outstanding Amount accordingly.

VAT RETURN - VAT MTD EXCEPTIONS

We have introduced a new section on for MTD VAT Returns, the **Exception VAT Details**.

VAT Return Report											Page No. 3
From Month : July/2019											
To Month : September/2019											
VAT Input Details											
VAT	Rate %	Doc No.	Ref No	Trans Date	Trans Type	Customer Code	Customer Name	Nom A/C	Net	VAT	Gross
A	21.00	4	3	21/08/2017	Purchase Invoice	WYS001	Wyse Property	3200	100.00	21.00	121.00
A	21.00	1	4	21/01/2019	Purchase Credit Note	WYS001	Wyse Property	3200	-50.00	-10.50	-60.50
Sub Totals									50.00	10.50	60.50
B	23.00	4	3	21/08/2017	Purchase Invoice	WYS001	Wyse Property	3200	100.00	23.00	123.00
Sub Totals									100.00	23.00	123.00
C	0.00	4	3	21/08/2017	Purchase Invoice	WYS001	Wyse Property	3200	300.00	100.00	400.00
Sub Totals									300.00	100.00	400.00
D	13.50	2	5	01/01/2019	Purchase Credit Note	WYS001	Wyse Property	3200	-300.00	-40.50	-340.50
Sub Totals									-300.00	-40.50	-340.50
F	21.00	2	2	21/08/2019	Purchase Invoice	XPE001	Xpert Digi Tax	3200	1000.00	210.00	1210.00
Sub Totals									1000.00	210.00	1210.00
Totals									1150.00	303.00	1453.00

Exception VAT Details											
VAT Output Details											
VAT	Rate %	Doc No.	Ref No	Trans Date	Trans Type	Customer Code	Customer Name	Net	VAT	Gross	Country
A	21.00	1	1	27/01/2017	Sales Credit Note	3FE001	3FE Coffee Limited	-100.00	-100.00	-200.00	Israel
D	13.50	g0089	7	19/01/2017	Sales Invoice	3FE001	3FE Coffee Limited	2500.00	337.50	2837.50	Israel
F	21.00	g0089	7	19/01/2017	Sales Invoice	3FE001	3FE Coffee Limited	3600.00	735.00	4235.00	Israel
F	21.00	5	4	01/01/2019	Sales Invoice	3FE001	3FE Coffee Limited	100.00	21.00	121.00	Israel
F	21.00	1	1	21/01/2019	Sales Invoice	3FE001	3FE Coffee Limited	500.00	105.00	605.00	Israel
								6500.00	1098.50	7598.50	

VAT Input Details											
VAT	Rate %	Doc No.	Ref No	Trans Date	Trans Type	Customer Code	Customer Name	Net	VAT	Gross	Country
A	21.00	4	3	21/08/2017	Purchase Invoice	WYS001	Wyse Property	100.00	21.00	121.00	Israel
A	21.00	1	4	21/01/2019	Purchase Credit Note	WYS001	Wyse Property	-50.00	-10.50	-60.50	Israel
B	23.00	4	3	21/08/2017	Purchase Invoice	WYS001	Wyse Property	100.00	23.00	123.00	Israel
C	0.00	4	3	21/08/2017	Purchase Invoice	WYS001	Wyse Property	300.00	100.00	400.00	Israel
D	13.50	2	5	01/01/2019	Purchase Credit Note	WYS001	Wyse Property	-300.00	-40.50	-340.50	Israel
								150.00	93.00	243.00	

Figure 2: VAT MTD Exception Report

Transactions which have been excluded from the Generate VAT Returns Summary will be listed. The Generate VAT Returns Summary will exclude all NON UK, NON NI and NON EU country clients.

Generate VAT Returns for the period 1st July 2017 to 30th September 2017

VAT due on sales and other outputs:

VAT due on acquisitions from other EC Member States:

Total VAT due:

VAT reclaimed on purchases and other inputs (including acquisitions from the EC):

Net VAT to be paid:

Total value of sales and all other outputs excluding any VAT:

Total value of purchases and all other inputs excluding any VAT (including exempt purchases):

Total value of all supplies of goods and related costs, excluding any VAT, to other EC member states:

Total value of acquisitions of goods and related costs excluding any VAT, from other EC member states:

1

2

3

4

5

6

7

8

9

DRIVE

533.75

489.75

1,023.50

717.25

306.25

2,750

6,250

0

0

View Details

Save

Close

Figure 3: Generate VAT Returns Summary

RELEASE NOTES FOR DRIVE 3.1 (including 3.0.27)

VAT RETURN - VAT DUE ON ACQUISITIONS FROM OTHER EC MEMBER STATES

On the VAT MTD Return Report, in the **Summary**, at the top of the Report **VAT due on acquisitions from other EC Member States** will be shown separately and in the **VAT Rate Breakdown** section the detail will be shown under its own separate heading.

VAT Return Report						Page No. 1
From Month : July/2019 To Month : September/2019 Cost Centre : IR23 Business in Dublin						
Summary						
VAT Payable / (Repayable)						605.75
VAT on Sales/Outputs						191.25
VAT due on acquisitions from other EC Member States						1,065.50
Total VAT due						1,256.75
VAT on Purchases/Inputs						651.00
						605.75
VAT Rate Breakdown : Sales/Outputs						
Current Period						
VAT Code	VAT Description	VAT Rate	Net	VAT	Gross	
A	21%	21.00	750.00	157.50	907.50	
D	VAT @ 13.5% (For Resale)	13.50	250.00	33.75	283.75	
E	VAT @ 13.5% (Not For Resale)	0.00	500.00	0.00	500.00	
J (Notional)	Vat @ 23% (Not for resale)	23.00	3,400.00	782.00	4,182.00	
Totals			4,900.00	973.25	5,873.25	
VAT Rate Breakdown : Purchases/Inputs						
Current Period						
VAT Code	VAT Description	VAT Rate	Net	VAT	Gross	
A	21%	21.00	3,100.00	651.00	3,751.00	
J (Notional)	Vat @ 23% (Not for resale)	23.00	3,400.00	782.00	4,182.00	
Totals			6,500.00	1,433.00	7,933.00	
VAT Rate Breakdown : VAT due on acquisitions from other EC Member States						
Current Period						
VAT Code	VAT Description	VAT Rate	Net	VAT	Gross	
A	21%	21.00	1,350.00	283.50	1,633.50	
J (Notional)	Vat @ 23% (Not for resale)	23.00	3,400.00	782.00	4,182.00	
Totals			4,750.00	1,065.50	5,815.50	
						VAT due on acquisitions from other EC Member States in VAT Rate Breakdown section

Figure 4: Summary & VAT Rate Breakdown

VAT Return Report

From Month : July/2019

To Month : September/2019

Cost Centre : IR23 Business in Dublin

Page No. 4

Details (VAT due on acquisitions from other EC Member States)

VAT	Rate %	Doc No.	Ref No	Trans Date	Trans Type	Customer Code	Customer Name	Nom A/C	Net	VAT	Gross
A	21.00	test009	3	10/01/2017	Purchase Invoice	WYS001	Wyse Property	3200	1,000.00	210.00	1,210.00
A	21.00	purchase1	4	10/01/2019	Purchase Invoice	ABA001	Abacus Fire & Safety	3200	350.00	73.50	423.50
Sub Totals									1,350.00	283.50	1,633.50
J (Notional)	23.00	test009	3	10/01/2017	Purchase Invoice	WYS001	Wyse Property	3200	900.00	207.00	1,107.00
J (Notional)	23.00	inv-001	6	11/12/2017	Purchase Invoice	WYS001	Wyse Property	3200	2,500.00	575.00	3,075.00
Sub Totals									3,400.00	782.00	4,182.00
Totals									4,750.00	1,065.50	5,815.50

Exception VAT Details

VAT Input Details

VAT	Rate %	Doc No.	Ref No	Trans Date	Trans Type	Customer Code	Customer Name	Net	VAT	Gross	Country
A	21.00	other	8	11/12/2017	Purchase Invoice	I001	Israel Supplier	1,200.00	252.00	1,452.00	Israel
								1,200.00	252.00	1,452.00	

Details of VAT due on acquisition from other EC Member States

Figure 5: Details of each Invoice or Receipt



VAT MTD AUTHORISATION EXPIRY INFORMATION MESSAGE

We have introduced an information message if your VAT MTD credentials have expired. According to HMRC guidelines, your MTD credentials for VAT will be authenticated through their site. Your VAT MTD credentials will expire after 18 months, at which point you will now receive an information message notifying you and you will be redirected to HMRC website to re-authenticate.

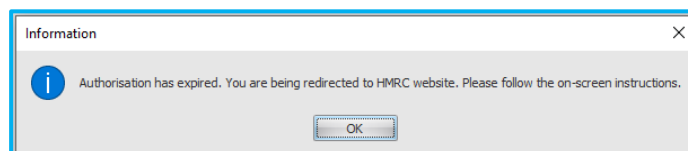


Figure 6: Information Message after the Authorisation has expired.

DRIVE DESKTOP

LAUNCH AT STARTUP - JOBS OPTION

We have added **DRIVE Desktop – Jobs** as an option that can be set to launch at startup.

To enable the launch screen, right-click on the left panel under the **DRIVE Desktop** section and select **Properties**.

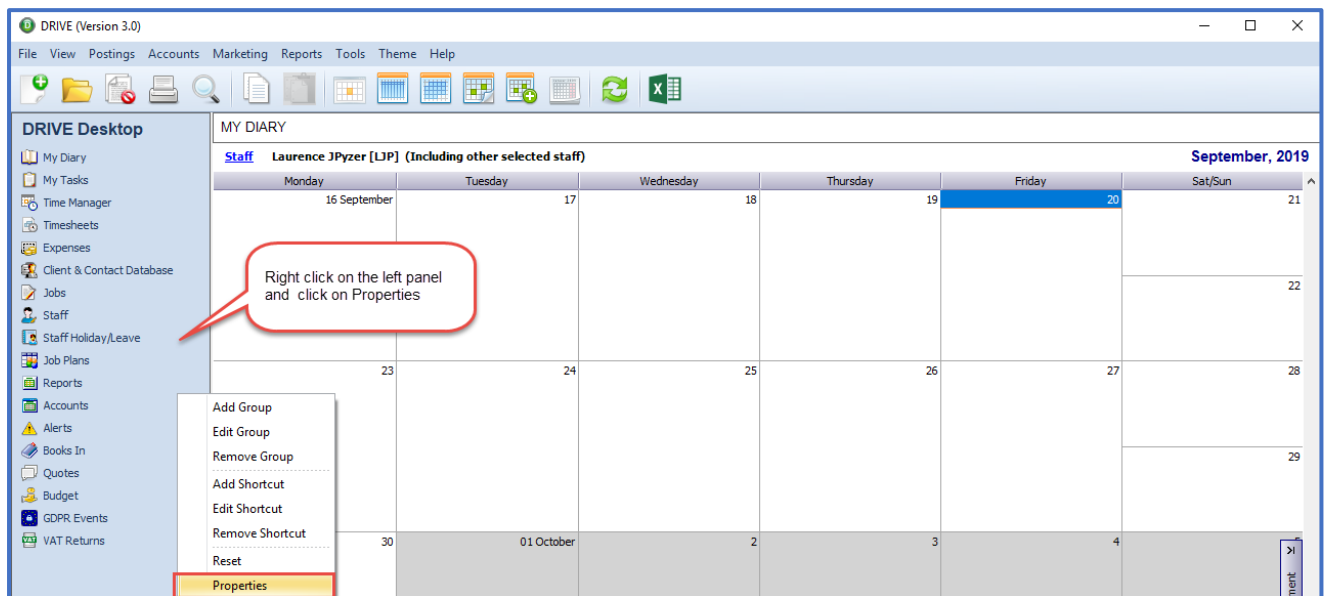


Figure 7: Properties

From the **Properties** screen, click the drop-down arrow and select **DRIVE Desktop- Jobs** and click **OK**.

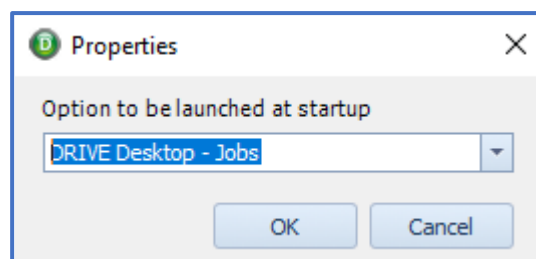


Figure 8: Properties, Drive Desktop - Jobs

This change will only take effect when you login into DRIVE the next time.

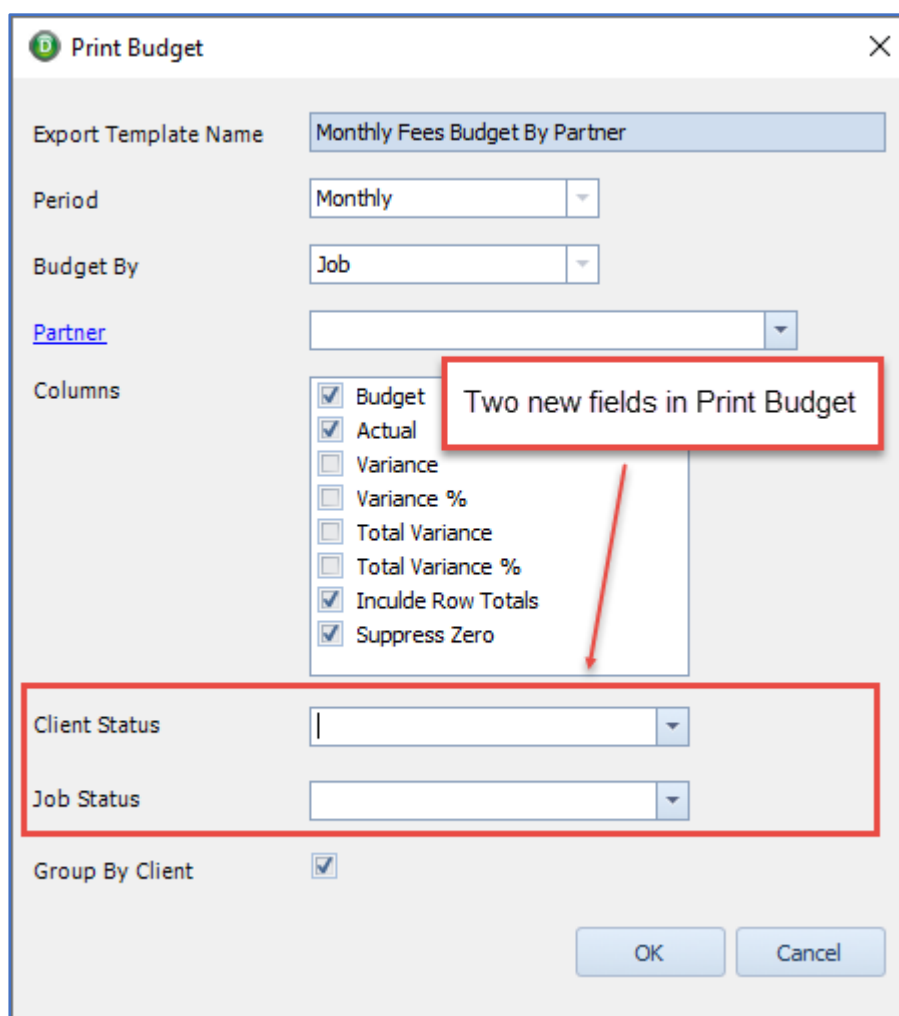
BUDGETS

PRINT BUDGET - CLIENT STATUS AND JOB STATUS OPTIONS

We have added two new options in the **Print Budget** export.

1. Client Status
2. Job Status

This will allow you to choose if you wish to include or exclude closed clients or jobs in the report export.



The screenshot shows the 'Print Budget' dialog box. The 'Export Template Name' is 'Monthly Fees Budget By Partner'. The 'Period' is 'Monthly' and 'Budget By' is 'Job'. The 'Partner' dropdown is empty. The 'Columns' section has a list of checkboxes: 'Budget' (checked), 'Actual' (checked), 'Variance' (unchecked), 'Variance %' (unchecked), 'Total Variance' (unchecked), 'Total Variance %' (unchecked), 'Include Row Totals' (checked), and 'Suppress Zero' (checked). A red box highlights the 'Client Status' and 'Job Status' dropdowns. A red arrow points from a text box 'Two new fields in Print Budget' to the 'Client Status' dropdown. The 'Group By Client' checkbox is checked. The 'OK' and 'Cancel' buttons are at the bottom right.

Figure 9: Client & Job Status options in Print Budget

PERIOD DATES

LOCK PERIODS - OPTION TO SHOW UNPASSED TIMESHEET / EXPENSES

When you go to lock a period, if there are any unpassed timesheets or expenses then you get a message to that effect, we have now added an option to show the details these entries.

You will get the following message

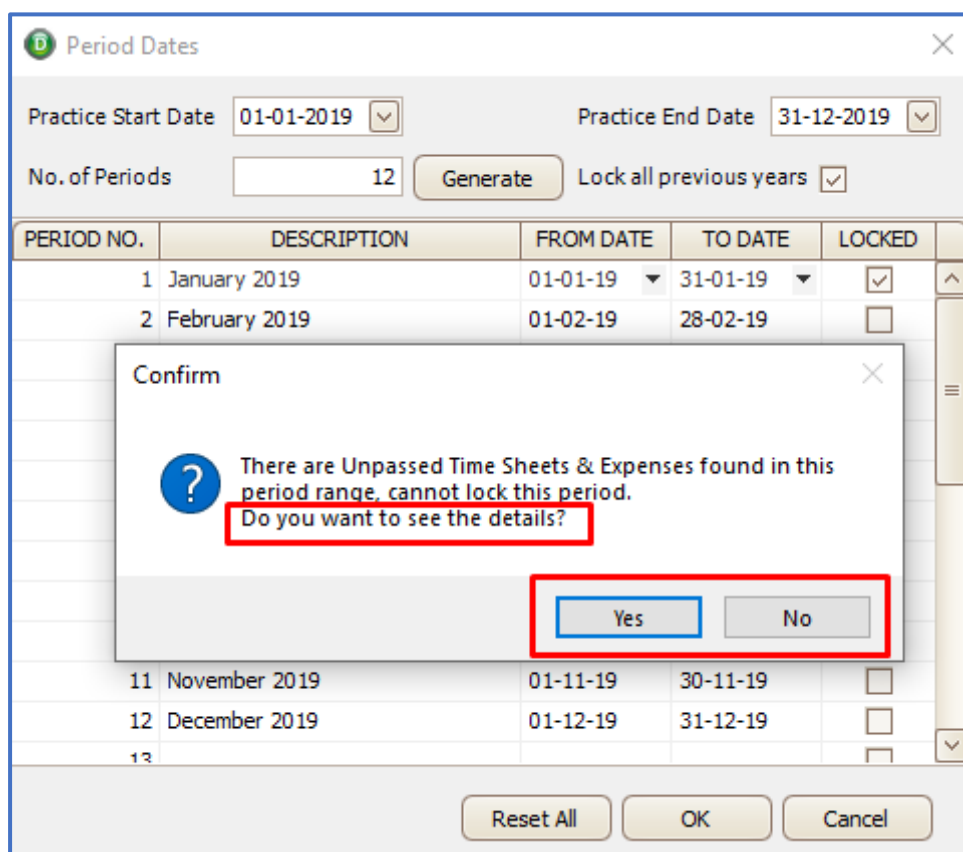


Figure 10: Option to show details of Unpassed Time Sheets & Expenses.

Click on **Yes** to generate the report of the unpassed records of Timesheet and Expenses.

Unpassed Time Expense						Relate Software Limited
Date	Type	Staff Code	WIP Code	NARRATION	UNITS	Amount
04/01/2019	Expense	HS	D000		0.00	150.00
01/01/2019	Time	HS	A000		8.00	144.00
02/01/2019	Time	HS	A000		8.00	144.00
03/01/2019	Time	HS	A000		8.00	144.00
04/01/2019	Time	HS	A000		8.00	144.00

Figure 11: Unpassed Time Expenses entries

CLIENT & CONTACT DATABASE

CLIENT & CONTACT DATABASE SUMMARY - EXCLUDE CLOSED CLIENTS

The Client and Contact Summary, available at the bottom of the browse of clients, will now also exclude closed clients if this is the selection you have ticked in the Tools, Settings, General, Setup.

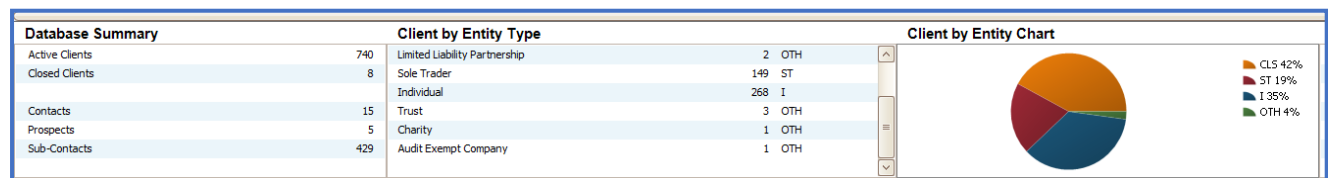


Figure 12: Client and Contact Summary

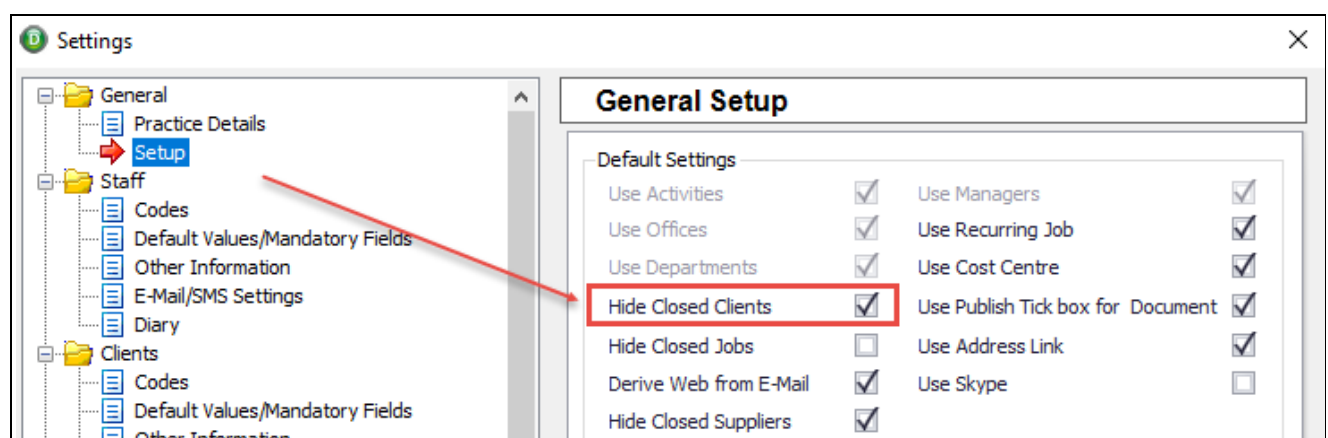


Figure 13: Tools, Settings, General, Setup - Hide Closed Clients

Now the Closed Clients will also be hidden from the **Client by Entity Type** and **Client by Partner** section of the Summary.

GDPR

LOOKUPS - GDPR CATEGORIES

The **Offers** GDPR Categories has been removed as system reserved category, only the **Newsletter** category will be system reserved and a default. You cannot delete or modify system reserved categories. You can **Add, Edit & Delete** other GDPR categories through **Tools, Lookups, GDPR Categories**.

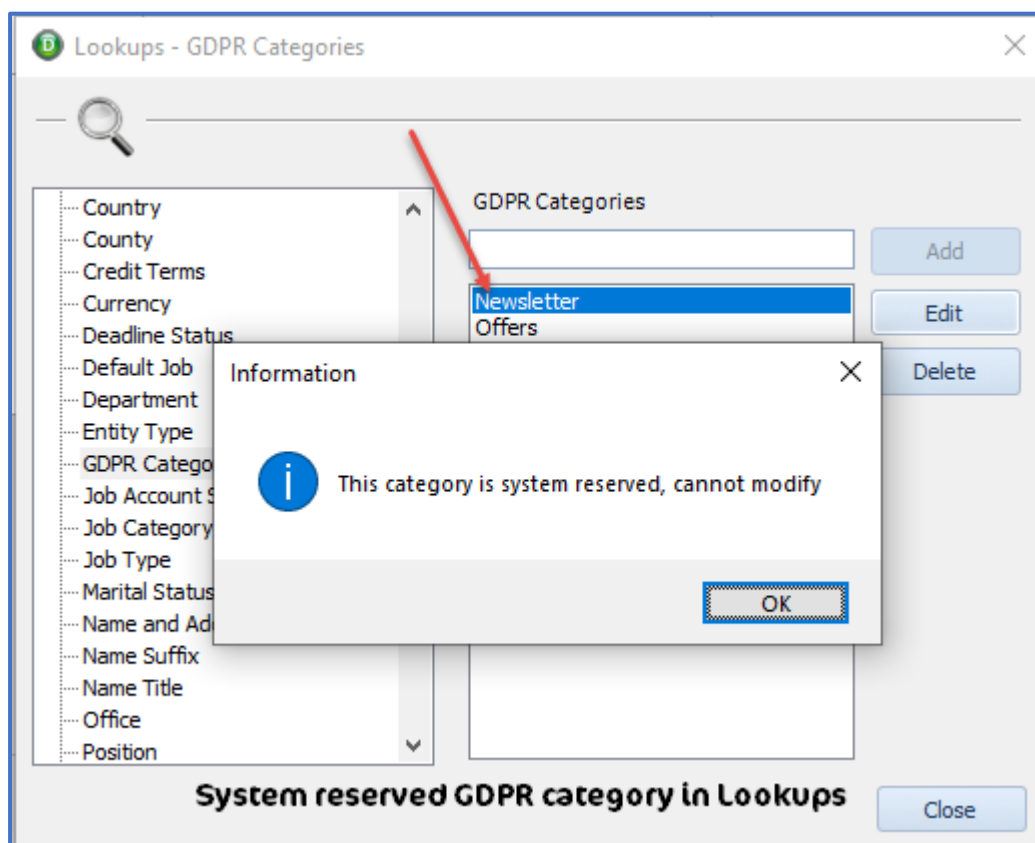


Figure 14: Tools, Lookups, GDPR Categories

CLIENT/CONTACT DATABASE BROWSE - GDPR FIELDS

We have added all of the available GDPR fields to the **Column Chooser** in the **Client & Contact Database**.

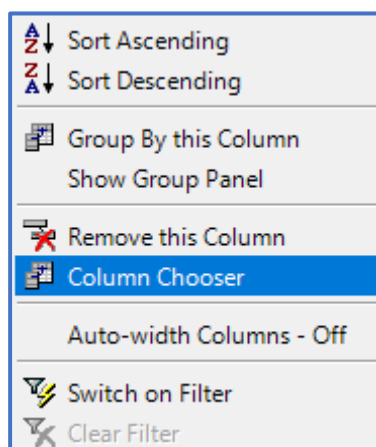


Figure 15: Column Chooser

As you scroll down the list of available columns in the **Column Chooser** you will now see all of the GDPR relevant columns e.g. NEWSLETTER_EMAILOPTINDATE. You can highlight the column you want and click the **Add** icon in the centre to add it to the selected columns.

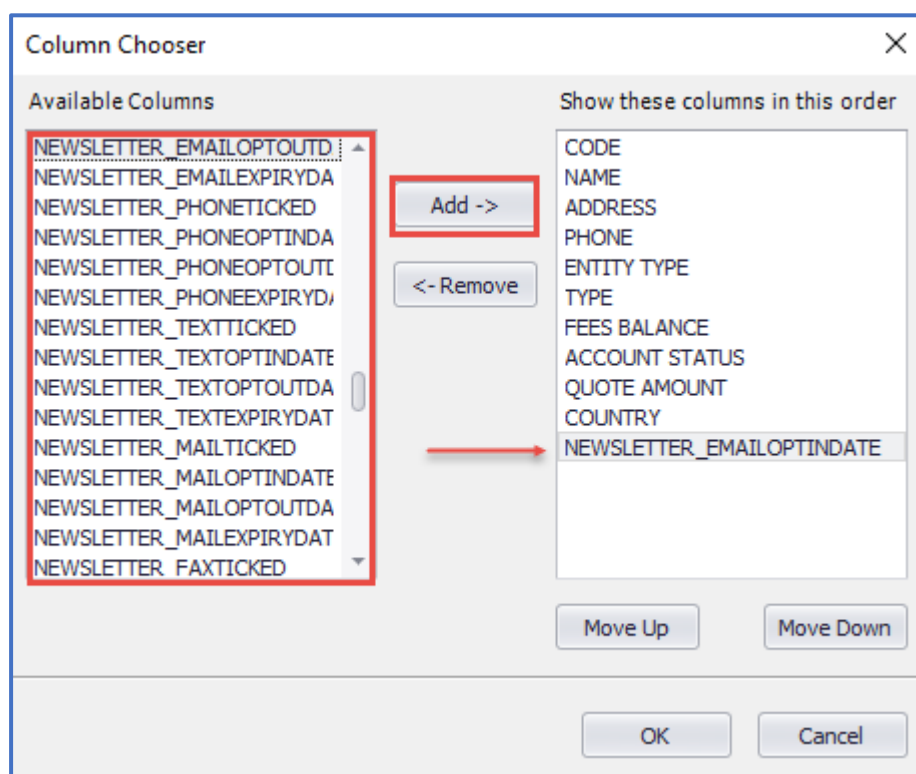
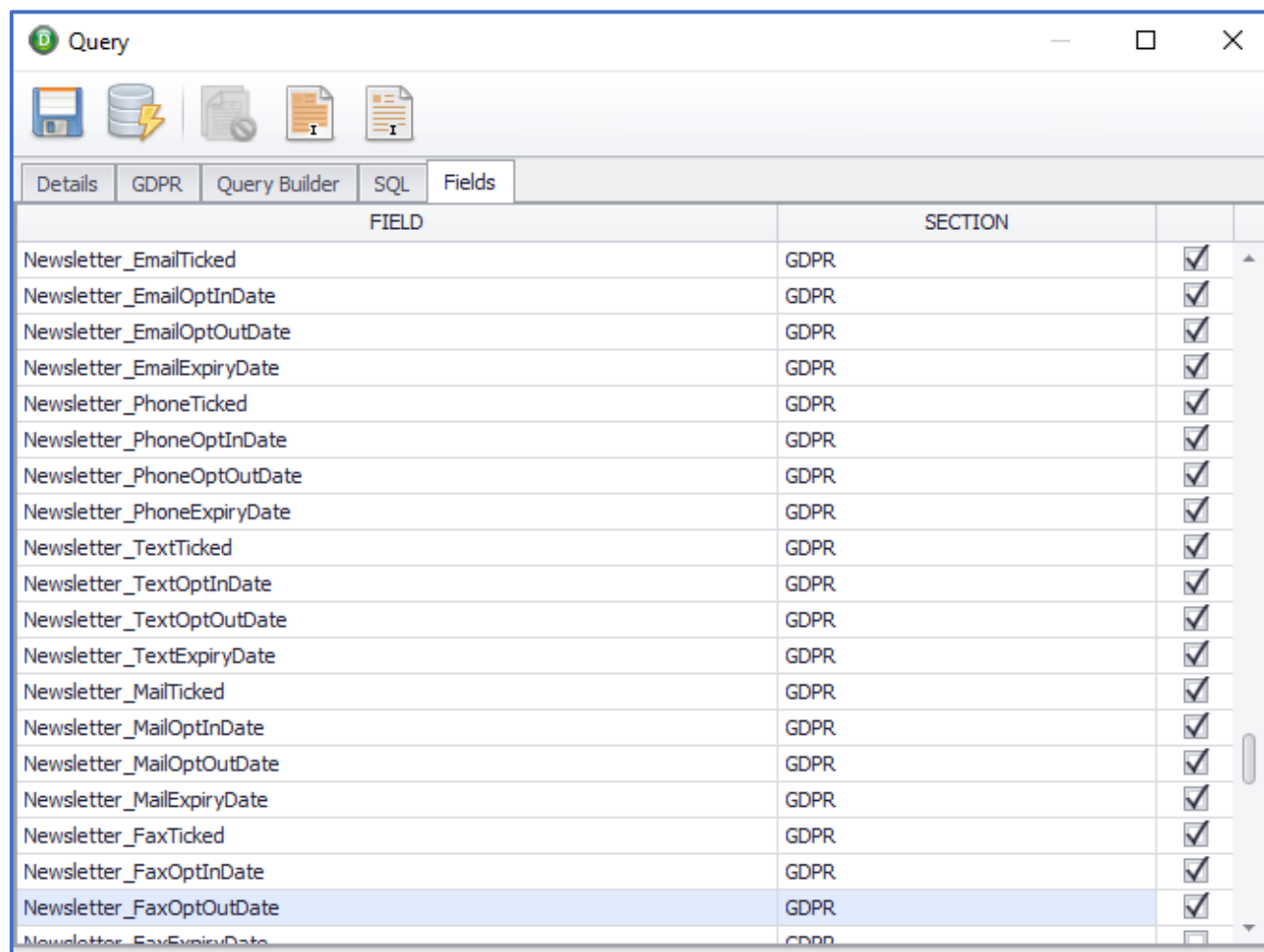


Figure 16: GDPR relevant columns

DATA MINING - GDPR FIELDS

We have added all of the available GDPR relevant fields in **Data Mining, Marketing**. In the **Fields** tab of the **Query** window the GDPR relevant fields will now be available from the **Section** column. To add these to the datamine tick the relevant checkbox.



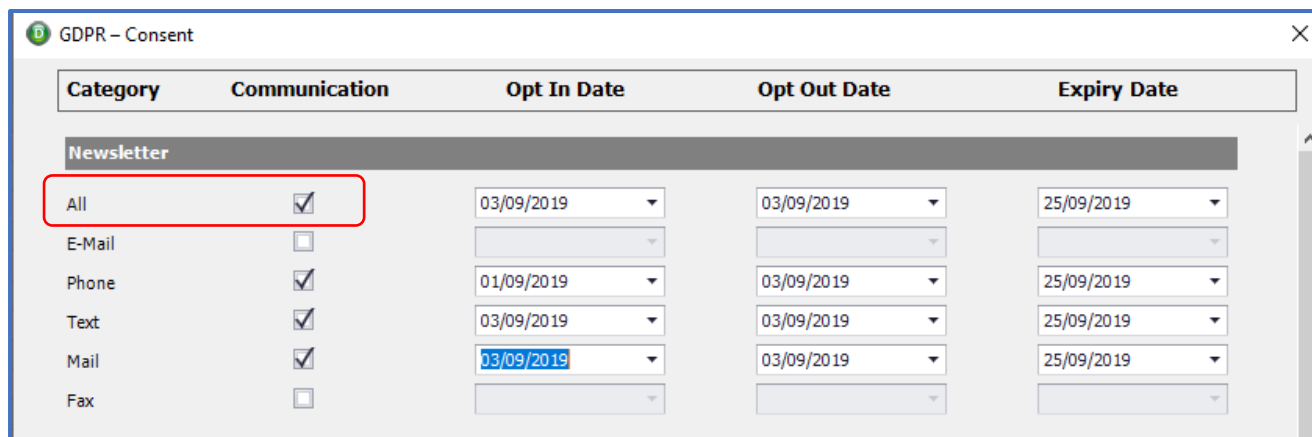
FIELD	SECTION	
Newsletter_EmailTicked	GDPR	<input checked="" type="checkbox"/>
Newsletter_EmailOptInDate	GDPR	<input checked="" type="checkbox"/>
Newsletter_EmailOptOutDate	GDPR	<input checked="" type="checkbox"/>
Newsletter_EmailExpiryDate	GDPR	<input checked="" type="checkbox"/>
Newsletter_PhoneTicked	GDPR	<input checked="" type="checkbox"/>
Newsletter_PhoneOptInDate	GDPR	<input checked="" type="checkbox"/>
Newsletter_PhoneOptOutDate	GDPR	<input checked="" type="checkbox"/>
Newsletter_PhoneExpiryDate	GDPR	<input checked="" type="checkbox"/>
Newsletter_TextTicked	GDPR	<input checked="" type="checkbox"/>
Newsletter_TextOptInDate	GDPR	<input checked="" type="checkbox"/>
Newsletter_TextOptOutDate	GDPR	<input checked="" type="checkbox"/>
Newsletter_TextExpiryDate	GDPR	<input checked="" type="checkbox"/>
Newsletter_MailTicked	GDPR	<input checked="" type="checkbox"/>
Newsletter_MailOptInDate	GDPR	<input checked="" type="checkbox"/>
Newsletter_MailOptOutDate	GDPR	<input checked="" type="checkbox"/>
Newsletter_MailExpiryDate	GDPR	<input checked="" type="checkbox"/>
Newsletter_FaxTicked	GDPR	<input checked="" type="checkbox"/>
Newsletter_FaxOptInDate	GDPR	<input checked="" type="checkbox"/>
Newsletter_FaxOptOutDate	GDPR	<input checked="" type="checkbox"/>
Newsletter_FaxExpiryDate	GDPR	<input checked="" type="checkbox"/>

Figure 17: Datamine, Query, Fields, GDPR relevant

GDPR CONSENT - ALL OPTION

In the GDPR – Consent window, we have added an **All** option.

If you select **All** and enter a date in the **Opt In Date**, **Opt Out Date** or **Expiry Date** columns, then select which other categories of communication this applies to, these categories of communication will be updated with the same dates. You can change the date manually also if you wish.



The screenshot shows the 'GDPR – Consent' window. It features a table with columns: Category, Communication, Opt In Date, Opt Out Date, and Expiry Date. The 'Newsletter' category is expanded, showing several communication types. The 'All' option is selected, indicated by a red box around the 'All' row and a checked checkbox. The dates for 'All' are: Opt In Date: 03/09/2019, Opt Out Date: 03/09/2019, and Expiry Date: 25/09/2019. Other communication types like E-Mail, Phone, Text, Mail, and Fax have their own checkboxes and date fields.

Category	Communication	Opt In Date	Opt Out Date	Expiry Date
Newsletter	All	03/09/2019	03/09/2019	25/09/2019
	E-Mail			
	Phone	01/09/2019	03/09/2019	25/09/2019
	Text	03/09/2019	03/09/2019	25/09/2019
	Mail	03/09/2019	03/09/2019	25/09/2019
	Fax			

Figure 18: GPDR Consent

TEMPLATES

BILL TEMPLATE - NEW MERGE FIELDS

We have added two new merge fields in Bill Templates for Sole Trader entity types.

The new merge fields are:

- Personal_Name
- Personal_Name1

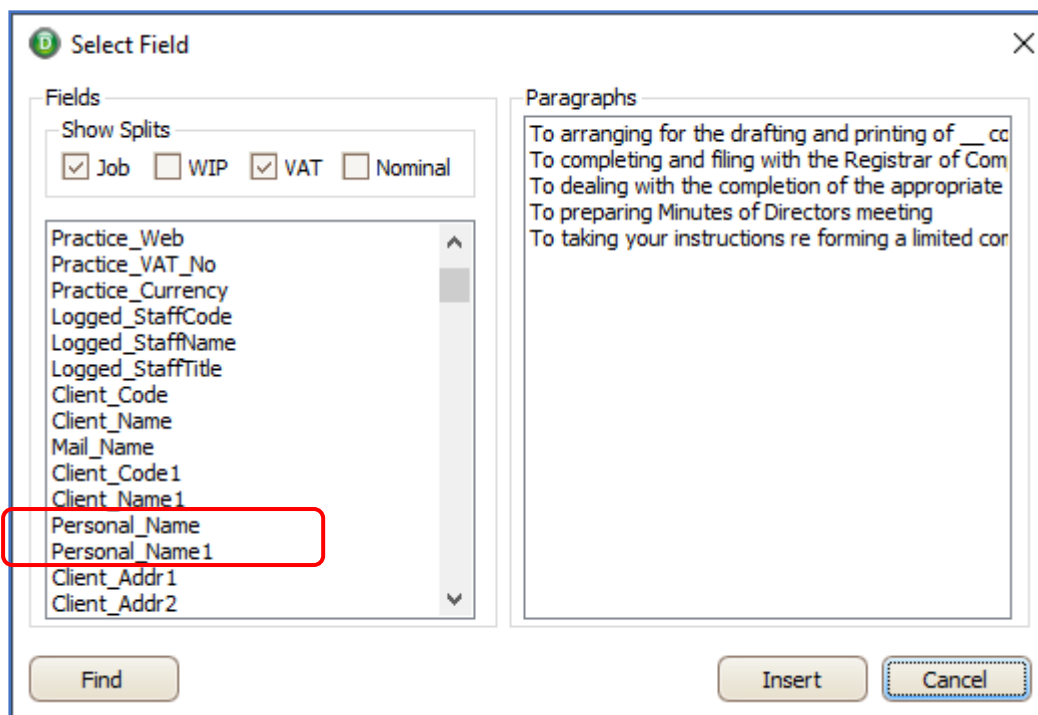


Figure 19: New fields in Bill Template for Sole Trader

DEADLINE MANAGEMENT

DEADLINE FREQUENCY - FOUR WEEKLY OPTION

We have added a **Four Weekly** frequency option to the list of available Frequency's in **Tools, Workflow/Deadline, Define Deadline Dates**.

Open an existing deadline or **Add** a new deadline, select **Type of Date: Recurring**, select the drop-down beside the **Frequency** field and you will now see a new **Four-Weekly** option.

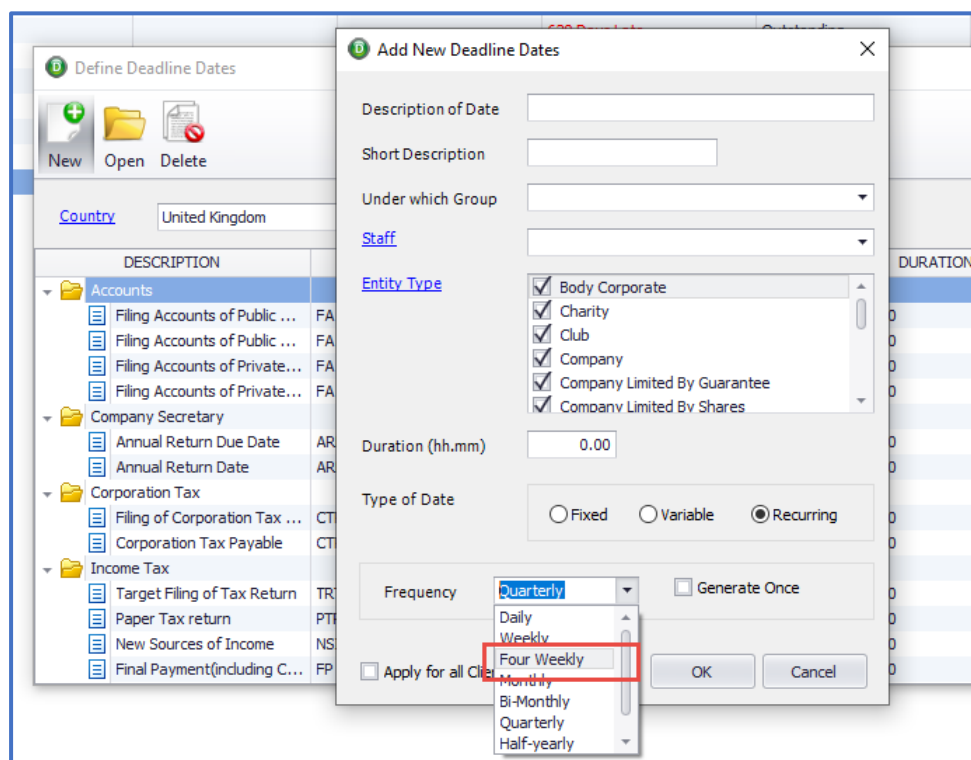


Figure 20: Deadline Setup, Four Weekly Frequency

We have added a **Maximize** option to the **Recurring Nominal Journal** screen, under the **Nominal Ledger**.



YEAR-END ROUTINE REDESIGNED

We have redesigned the Year-End routine; it is now a two-step process. To run the Year-End go to the **Tools** menu and select **Year-End**.

Step 1

The first step is a

- Full Recalculation
- Validation Checks
- Check for Unpassed Time Entries
- Check for Draft Bills or Credit Notes

This may take some time depending on the volume of transactions. The progress bar will show the progress of these 4 separate checks

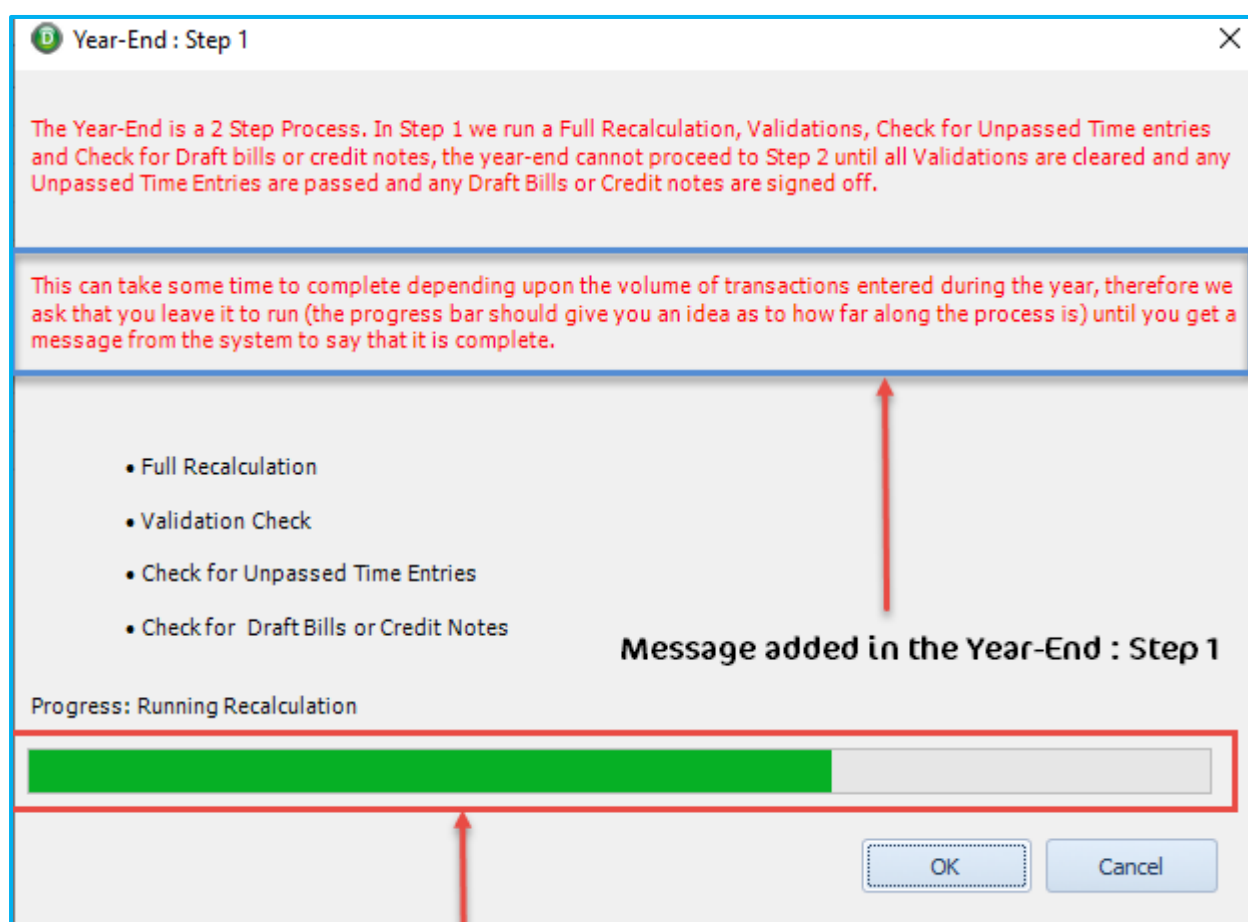


Figure 22: Progress bar in Year-End Routine Step 1

If you have any Unpassed Time Entries or Draft Bills/Credit Notes which are not signed off or any Validation Errors which the Recalculation can't clear you won't be able to proceed to Step 2.

Clear these validations and then you will be able to proceed to step 2.

Step 2

This step will prompt you to confirm that you have produced the standard year end reports and that you have saved these, that you have taken a backup of your dataset, its location etc before allowing you to run the Year-End. A Log file is kept of these details.

We have added hyperlinks to routines and locations so that you can be assured that everything is in order before you run the Year-End.

Steps	Description
1.	Produced and saved all year-end reports (TB, WIP Control, Debtors Control, Bank Rec's etc). Tick the box to confirm that you have produced all of the above reports. To enter a location of these reports click the Location hyperlink.
2.	Ran a Full Recalculation (Tools, Recalculation, Full Recalculation). Tick the box to confirm that you have ran a Full Recalculation or click on the Recalculation hyperlink to run a Full Recalculation.
3.	Ran a Validation Check (Tools, Validation Check) and there are no outstanding validations. Tick the box to confirm that you have ran the Validation checks or click on the Validation hyperlink to run the Validation Checks.
4.	Taken a Backup of your database (immediately preceding). Tick the box to confirm that you have taken a full backup of your database and To enter a location where the backup is saved click the Location hyperlink.
5.	Make sure that all staffs have logged out of the system. Tick the box to confirm that all users are logged out of the system. To check if users are logged in click on the User Admin hyperlink and the Relate DRIVE Database Administration 3.0 will open. You can delete logged in users from here directly or contact any logged in users to request them to log out.
6.	Make sure that your period dates are set correctly. Tick to confirm that the period dates are correct. To check the Period Dates click on the Period Dates hyperlink. The Period Dates form will appear, required changes can be made here, if required.
7.	Make sure that there are no unpassed time entries. Tick to confirm that there are no unpassed time entries. To check if there are any unpassed time entries click on the hyperlink unpassed time entries .
8.	Make sure that there is no draft bill/credit note. Tick to confirm that there are no draft bills or credit notes. To check whether there are any click the draft bill/ credit note hyperlink.



RELEASE NOTES FOR DRIVE 3.1 (including 3.0.27)

Select the **Retained Profit Account** from the drop-down and click on **OK** and the progress bar will continue.

Year-End : Step 2

This routine can take some time to complete depending upon the volume of transactions entered during the year, therefore we ask that you leave it to run (the progress bar should give you an idea as to how far along the process is) until you get a message from the system to say that it is complete.

It is important that you have completed the following before you click OK:

1. Produced and saved all year end reports (TB, WIP Control, Debtors Control, Bank Rec's, etc). ☒
2. Ran a Full Recalculation (Tools, Recalculation, Full Recalculation) ☒
3. Ran a Validation Check (Tools, Validation Check) and there are no outstanding validations ☒
4. Taken a Backup of your database (immediately preceding). ☒
5. Make sure that all staff have logged out of the system ☒
6. Make sure that your period dates are set correctly ☒
7. Make sure that there is no unpassed time entries ☒
8. Make sure that there is no draft bill/credit note ☒

Enter a location of the reports here C:\Users\Sanchayan\Desktop\Year End\Reports **1** [Location](#)

Enter the backup location here C:\Users\Sanchayan\Desktop\Year End\DB Backup **2** [Location](#)

[Recalculation](#) ☒

[Validation](#) ☒

[User Admin](#) ☒

[Period Dates](#) ☒

[unpassed time entries](#) ☒

[draft bill/credit note](#) ☒

[Retained Profit Account](#) 9834 P+L reserve retained profit b/f

To save the Reports and Database backup click on the Location hyperlink

OK **Cancel**

Figure 23: Tick the boxes in Year-End Step 2

Once complete then you will get the following message. Click **OK**.

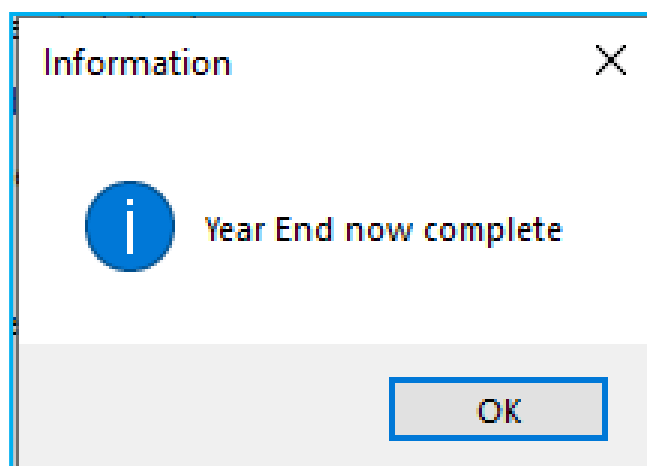


Figure 24: Year End Complete Message

MY COMMUNICATIONS

E-MAIL SETTINGS - DELIVERY & READ RECEIPT OPTIONS

To enable these options, go to **Communication Settings** under My Communication. Click on the **Options** tab and tick the **Delivery Receipt** or the **Read Receipt** checkbox(s) under the Tracking options.

Please note your email provider you and/or your email recipient's email provider may block these requests. This is outside of our control.

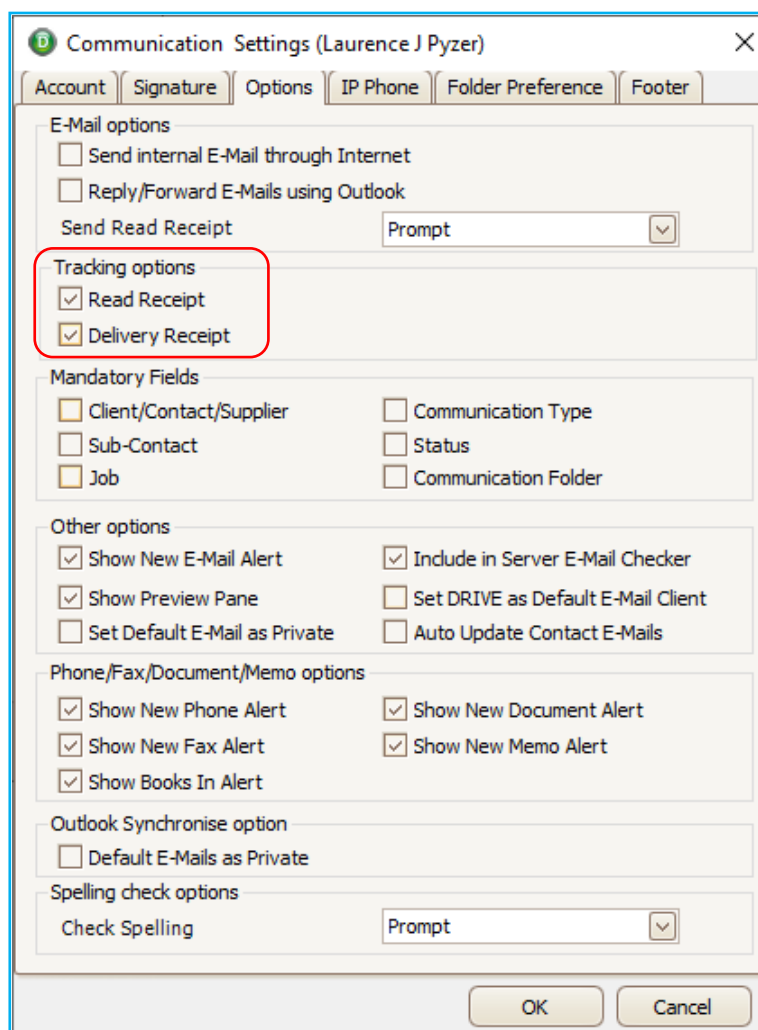


Figure 25: Delivery & Read Receipt

DATA IMPORT FROM EXCEL TO DRIVE

IMPORT CLIENTS FROM EXCEL INTO DRIVE – CHANGES

- Log File
- Business Type

Log File

When importing Client data into DRIVE from **File, Import, Import Client from Excel**, we have introduced the reporting of errors and the reasons for them in a log file. This will help you to rectify any issues and re-import.

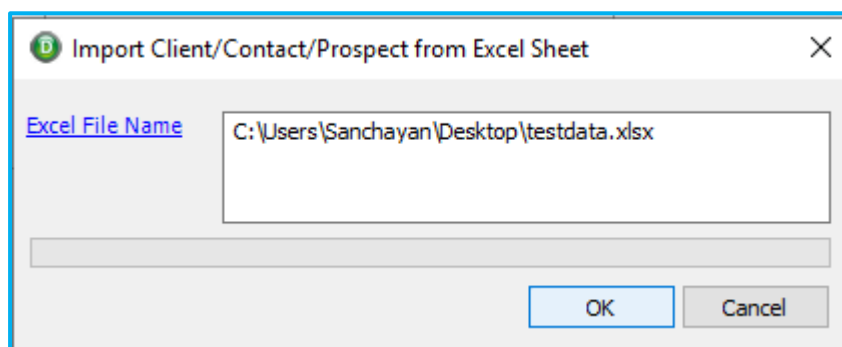


Figure 26: Select the source file to import the data into DRIVE

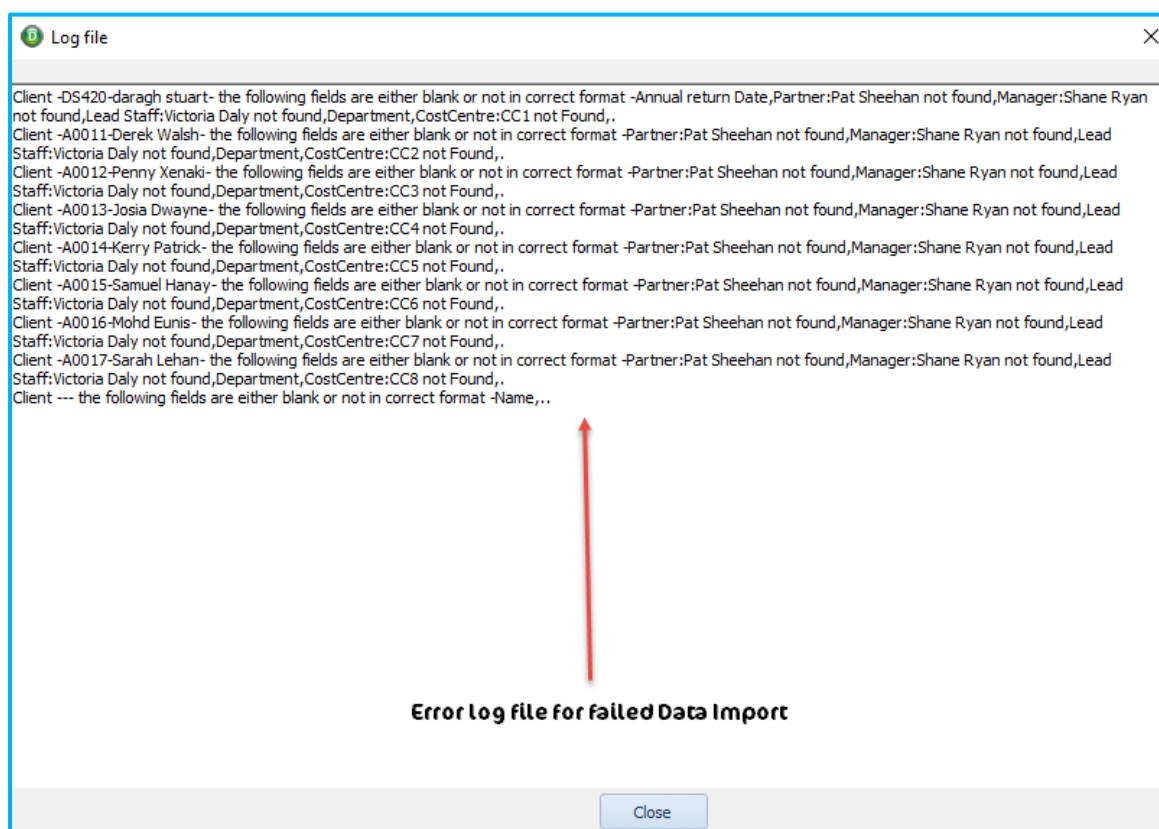
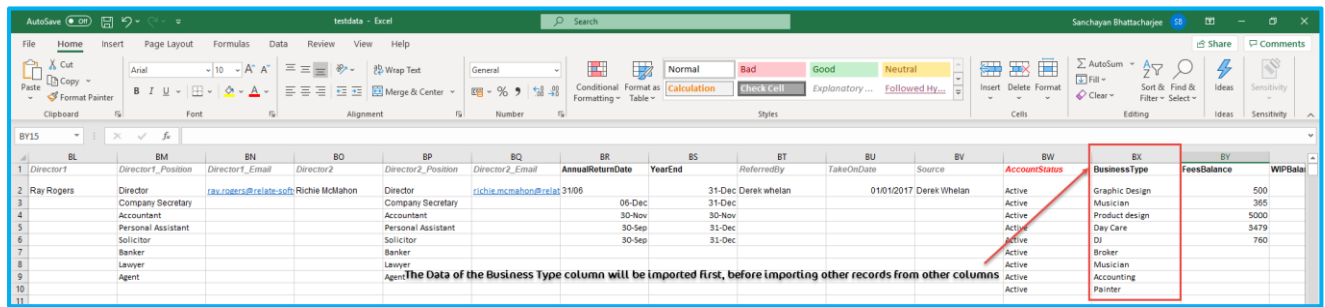


Figure 27: Error Log file for failed Standard Data Import into DRIVE

RELEASE NOTES FOR DRIVE 3.1 (including 3.0.27)

Business Type

If the source excel includes a **Business Type**, the Business Type will be created in DRIVE and then imported.



	BL	BM	BN	BO	BP	BQ	BR	BS	BT	BU	BV	BW	BX	BY	BZ
1	Director1	Director1_Position	Director1_Email	Director2	Director2_Position	Director2_Email	AnnualReturnDate	YearEnd	ReferredBy	TakeOnDate	Source	AccountStatus	BusinessType	FeesBalance	WIPBalance
2	Ray Rogers	Director	ray.rogers@relate-sof	Richie McMahon	Director	richie.mcmahon@rela	31/06		31-Dec Derek Whelan		01/01/2017 Derek Whelan	Active	Graphic Design	500	
3		Company Secretary			Company Secretary		00-Dec		31-Dec			Active	Musician	365	
4		Accountant			Accountant		30-Nov		30-Nov			Active	Product design	5000	
5		Personal Assistant			Personal Assistant		30-Sep		31-Dec			Active	Day Care	3479	
6		Solicitor			Solicitor		30-Sep		31-Dec			Active	DI	760	
7		Banker			Banker							Active	Broker		
8		Lawyer			Lawyer							Active	Musician		
9		Agent			Agent							Active	Accounting		
10												Active	Painter		
11															

Figure 28: Business Type records imported first from the source data



CLIENT/CONTACT/PROSPECT OTHER INFORMATION VIEW

OTHER INFORMATION VIEW - WILL ONLY SHOW ACTIVE CLIENTS

The Client/Contact/Prospect Other Information View option will only display active clients. To access this view, go to the **View** option from the Toolbar and select **Client/Contact/Prospect Other Information**.

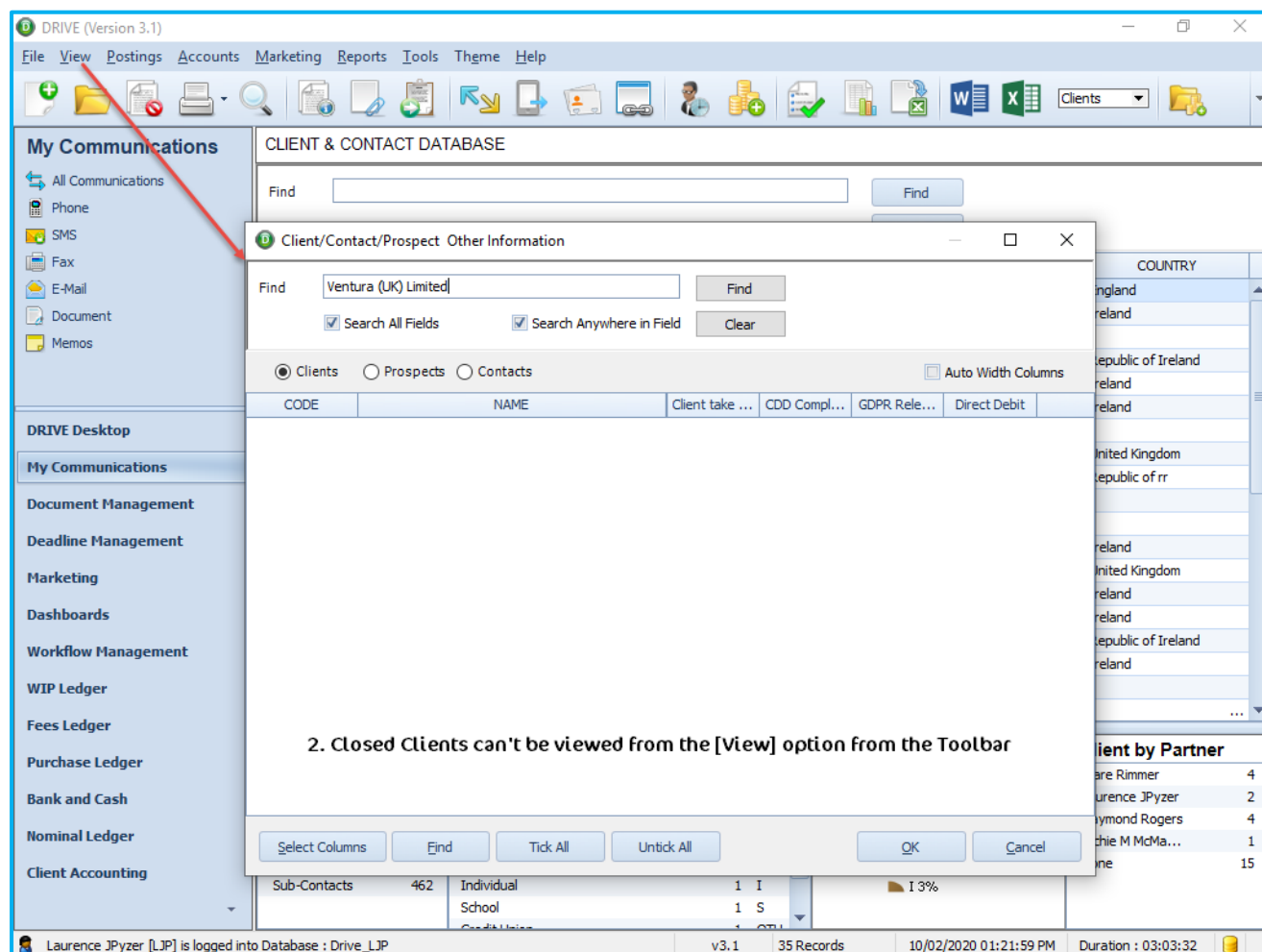


Figure 29: ONLY Active Clients/Contacts & Prospects will be displayed

SEPA/DD & BACS/DD DETAILS

You can now record the SEPA/DD or BACS/DD details of your clients in DRIVE.

From the Client & Contact Database, highlight your client, right-click, you will see two new options, for **SEPA/DD** (Ireland) and **BACS/ DD** (UK).

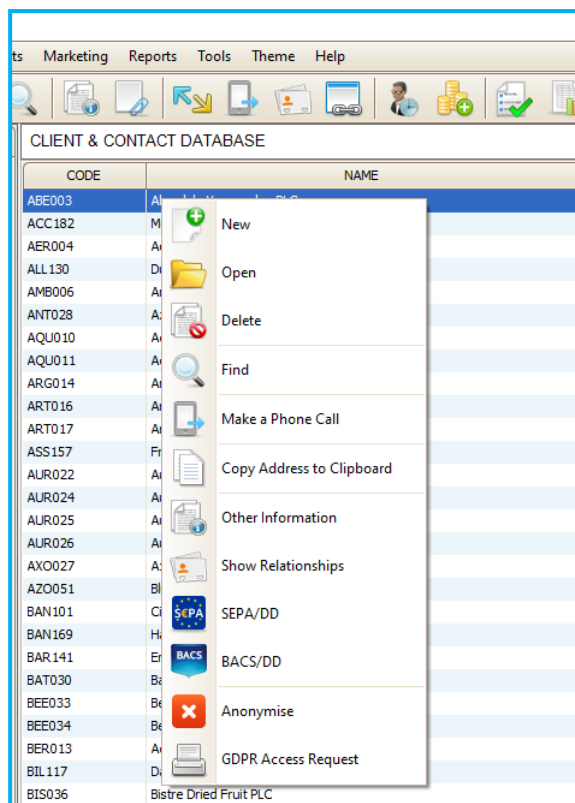


Figure 30: SEPA/DD and BACS DD

SEPA/DD - Ireland

A screenshot of the 'SEPA/DD' dialog box. It contains the following fields and controls: a 'BIC' text input field, an 'IBAN' text input field, a 'Mandate Date' field with a dropdown arrow, a 'Mandate Ref' text input field, and a 'First DD Flag' checkbox. At the bottom right are 'OK' and 'Cancel' buttons.

Figure 31: SEPA/DD Details

Enter the following details

BIC	Enter the clients Bank Identifier Code. A Bank Identifier Code is a unique identifier for a specific financial institution. This is a mandatory field and must be a valid BIC.
IBAN	Enter the clients International Bank Account Number. An International Bank Account Number is a unique identifier of a bank account of a customer at a financial institution. This is the only permissible account identifier for SEPA payments. This is a mandatory field and must be a valid IBAN.
Mandate Date	Select the Mandate Date by using the calendar drop-down menu.
Mandate Ref	Enter the Mandate Reference number. The reference number will help you to track DD's.
First DD Flag	Tick the First DD Flag if this is the first time this DD is generated. It can remain ticked on regeneration of the SEPA file.

BACS/DD (UK)

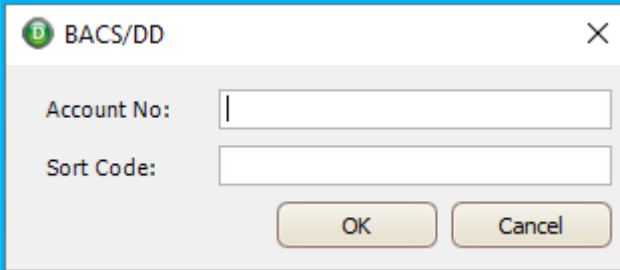
A screenshot of a software dialog box titled "BACS/DD" with a close button (X) in the top right corner. The dialog box has a light gray background. It contains two text input fields: "Account No:" and "Sort Code:". Below these fields are two buttons: "OK" and "Cancel".

Figure 32: Account Number and Sort Code field for BACS/DD method

Enter the following details

Account No	Enter the Account Number. This is a mandatory field.
Sort Code	Enter the Sort Code. This is used by banks to identify and route the money transfers to the respective bank and the correct account.

REPORTS

BOOKS IN REPORT - NEW FIELDS

We have added 5 new fields in the **Books In** Report under the Client Reports. The new fields are:

- Address
- City
- County
- Post Code
- Country

To include the above fields in the **Books In** report, right click on the report name and select **Open**. The Report Setup will open; select **Column Selection** from the list of options on the left. You will then see the list of available columns that can be selected to appear on the report, including the 5 new columns. Tick to select and click **OK** to save these changes.

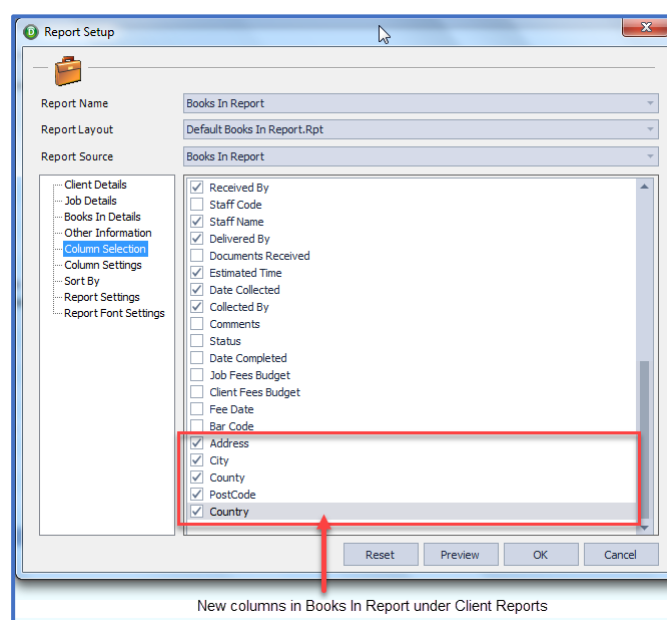


Figure 33: Books In Report, Column Selection

Books In Report

Sort By 1: Client Code

Job Code	Job Description	Staff Name	Estimated Time	Date Collected	Collected By	Address	City	County	PostCode	Country
AUD	Audit	Laurence Poyar		06/05/2013	mmnp	Business Address 1 Business Post Code Business County		Business County	Business Post Code	Republic of Ireland
AUD	Audit	Mary Rose		07/05/2013	fdtdfd	Business Address 1 Business Post Code Business		Business County	Business Post Code	Republic of Ireland

Figure 34: Books In Report Preview

- Job Code
- Staff Code
- Staff Name
- WIP Description

These fields will appear where there are unassigned entries and where you have chosen to include the detail of these on the report.

SIP 9 Report

☐

☐ Include Unpassed Time

☒ Detailed
 ☐ Include Detail of Unassigned Entries Only

Figure 35: SIP 9 Report Selections

SIP 9 Report

SIP 9 Report

Relate Software Limited

Date From: 01/01/2017
Date To: 31/12/2017

WIP Category	Director Hours	Director Value	Senior Manager Hours	Senior Manager Value	Manager Hours	Manager Value	Senior Administrator Hours	Senior Administrator Value	Administrator Hours	Administrator Value	Support (Other) Hours	Support (Other) Value	Unassigned Hours	Unassigned Value	Total Hours
	10.00	180.00				158.51		2,918.14							158.51
Date	Client Code	Client Name	Job	Staff Code	Staff Name	WIP Code	WIP Description	Hours	Rate	Amou					
Director															
04/02/2017	ABB-CLS	ABB Research Centrl		BMP	LJP	Laurence JPyar	A002	Audit Book	10.00	18.00	180.00				
Manager															
02/01/2017	ABB-CLS	ABB Research Centrl		AUD	CL	Carol Ledger	A430	Co Sec Advice	8.50	19.00	161.50				
04/01/2017	ABB-CLS	ABB Research Centrl		AUD	CL	Carol Ledger	A430	Co Sec Advice	8.00	19.00	152.00				
05/01/2017	ABB-CLS	ABB Research Centrl		AUD	CL	Carol Ledger	A430	Co Sec Advice	10.00	19.00	190.00				
06/01/2017	ABB-CLS	ABB Research Centrl		AUD	CL	Carol Ledger	A430	Co Sec Advice	8.20	19.00	155.80				
07/01/2017	ABB-CLS	ABB Research Centrl		AUD	CL	Carol Ledger	A430	Co Sec Advice	8.00	19.00	152.00				
08/01/2017	ABB-CLS	ABB Research Centrl		AUD	CL	Carol Ledger	A430	Co Sec Advice	8.50	19.00	161.50				
09/01/2017	ABB-CLS	ABB Research Centrl		BMP	CL	Carol Ledger	A430	Co Sec Advice	8.50	18.00	153.00				
10/01/2017	ABB-CLS	ABB Research Centrl		BMP	CL	Carol Ledger	A430	Co Sec Advice	9.00	18.00	162.00				
11/01/2017	ABB-CLS	ABB Research Centrl		BMP	CL	Carol Ledger	A430	Co Sec Advice	8.50	18.00	153.00				
12/01/2017	ABB-CLS	ABB Research Centrl		BMP	CL	Carol Ledger	A430	Co Sec Advice	8.00	18.00	144.00				
14/01/2017	ABB-CLS	ABB Research Centrl		BMP	CL	Carol Ledger	A430	Co Sec Advice	7.50	18.00	135.00				
16/01/2017	ABB-CLS	ABB Research Centrl		CTX	CL	Carol Ledger	A430	Co Sec Advice	8.50	18.00	153.00				
12/01/2017	ABB-CLS	ABB Research Centrl		BMP	CL	Carol Ledger	A430	Co Sec Advice	8.20	18.00	147.60				
17/01/2017	ABB-CLS	ABB Research Centrl		CTX	CL	Carol Ledger	A430	Co Sec Advice	7.50	18.00	135.00				
21/01/2017	ABB-CLS	ABB Research Centrl		CTX	CL	Carol Ledger	A430	Co Sec Advice	9.00	18.00	162.00				
23/01/2017	ABB-CLS	ABB Research Centrl		AUD	CL	Carol Ledger	A430	Co Sec Advice	8.51	19.00	161.69				
18/01/2017	ABB-CLS	ABB Research Centrl		CTX	CL	Carol Ledger	A430	Co Sec Advice	8.00	18.00	144.00				
19/01/2017	ABB-CLS	ABB Research Centrl		CTX	CL	Carol Ledger	A430	Co Sec Advice	7.20	18.00	129.60				
20/01/2017	ABB-CLS	ABB Research Centrl		CTX	CL	Carol Ledger	A430	Co Sec Advice	9.00	18.00	162.00				
															2918.14
															3098.14

Printed on 13/06/2019 16:40

Laurence JPyar

Page 1 of 3

Figure 36: SIP 9 Report Preview

EXPENSE CLAIM FORM - OPTION TO 'SHOW SIGNATURE'

We have added an option in the **Expense Claim Form** Report, under the Staff Reports, to include footer on the report for **Employee Signature & Date** and **Approver Signature** and **Date**.

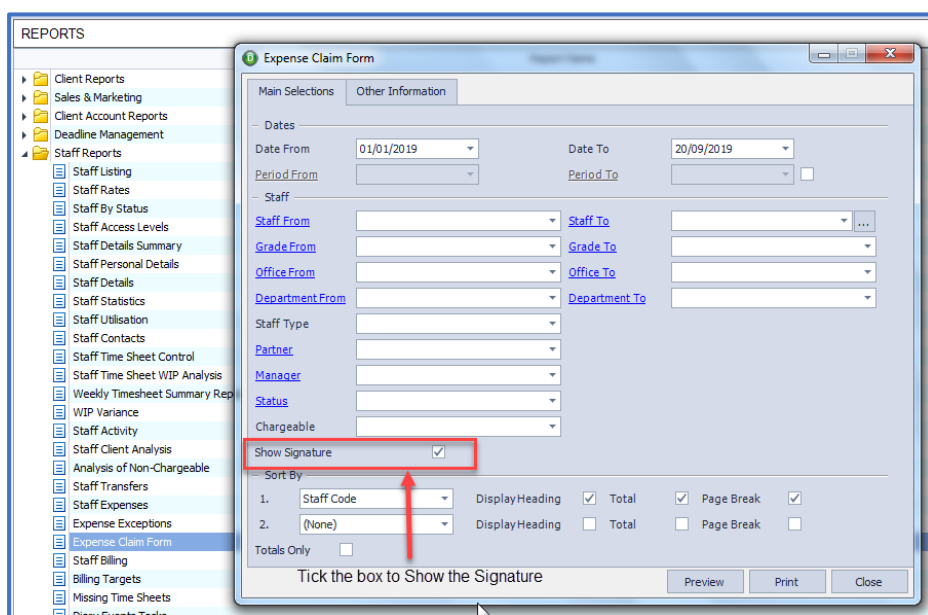


Figure 37: Show Signature checkbox

Expense Claim Form

Date From : 01/01/2017
Date To : 31/12/2018

Relate Software Limited

Client Code	Client Name	Job Code	Job Description	WIP Code	WIP Description	Date	Mileage	Rate	Value	Passed
ABB-CLS	ABB Research Centrel	BKP	Bookkeeping	D015	Filing	09/04/2018			500.00	Yes
ABB-CLS	ABB Research Centrel	AUD	Audit	D220	External Management Consultancy	09/04/2018			500.00	Yes
Grand Total									1000.00	

Show Signature and Date on Expense Claim Form

Employee Signature _____

Date _____

Approval Signature _____

Date _____

Printed on 20/09/2019 14:14

Laurence JPyzer

Page 1 of 1

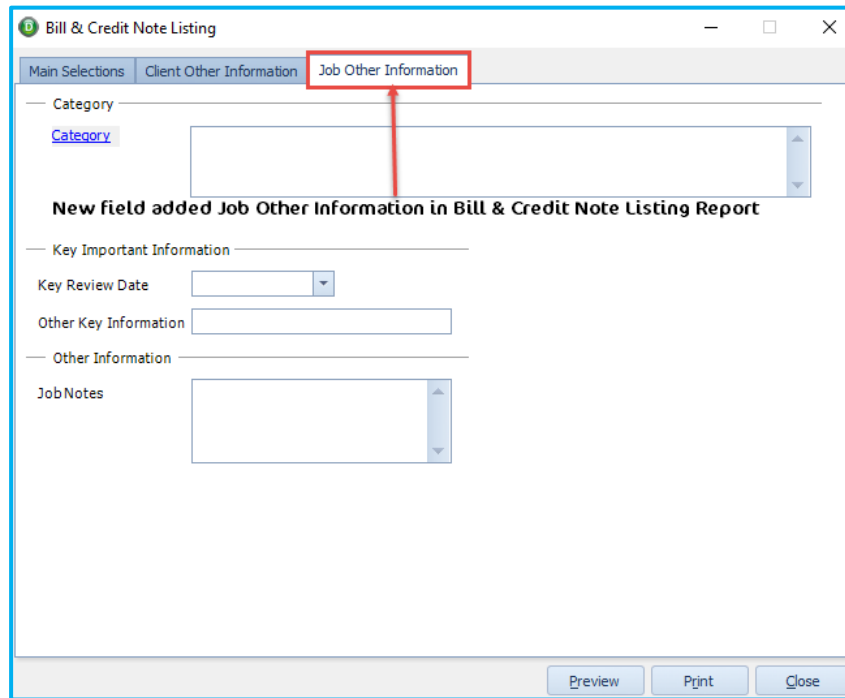
Figure 38: Signature Footer

JOB OTHER INFORMATION TAB INTRODUCED IN FOUR REPORTS

We have added the **Job Other Information** tab to the following reports:-

- **Bill and Credit Note Listing** under the **Fees Reports**
- **Client Aged Debt** Report under **Client Reports**
- **Client Aged WIP** Report under **Client Reports**
- **Receipt Discounts Listing** under **Bank and Cash Reports**

This will allow you to filter these reports further based on Job specific other information fields.



The screenshot shows a software window titled "Bill & Credit Note Listing". It has three tabs: "Main Selections", "Client Other Information", and "Job Other Information". The "Job Other Information" tab is selected and highlighted with a red box. Below the tabs, there is a "Category" section with a "Category" label and a text input field. A red arrow points from the "Job Other Information" tab to this input field. Below the input field, a text label reads "New field added Job Other Information in Bill & Credit Note Listing Report". Underneath, there is a "Key Important Information" section with a "Key Review Date" label and a date picker, and an "Other Key Information" label with a text input field. At the bottom, there is an "Other Information" section with a "Job Notes" label and a text area. At the very bottom of the window are three buttons: "Preview", "Print", and "Close".

Figure 39: Job Other Information Tab in Bill & Credit Note Listing Report

CLIENT WIP RECONCILIATION REPORT – BY STAFF, NEW BREAKDOWN BY CLIENT

When running this report with **Report Type = By Staff**, we have added an option to **Show Recovery Report By Client**.

Previously this report gave a recovery rate for a staff member overall, this will now show the client by client breakdown of this calculation.

The screenshot shows the 'Client WIP Reconciliation' window with the 'Main Selections' tab active. The 'Report Type' is set to 'By Staff'. A red box highlights the 'Show Recovery Report By Client' checkbox, which is checked. A red arrow points from the text 'New option to Show Recovery Report By Client in Client WIP Reconciliation Reports' to the checkbox. Other visible options include 'Date From' (01/01/2017), 'Date To' (31/12/2017), 'Report For' (Client), and 'Job From' (535 Corporate Tax). The 'Include Accrued WIP in the Overall WIP Billed' checkbox is also checked.

Client WIP Reconciliation

Main Selections Other Information

Dates

Date From 01/01/2017 Date To 31/12/2017

Period From Period To

Client

Client From Client To

Business Type Entity Type

Status Partner

Manager Lead Staff

Office Department

Client Group

Suppress

Report Type By Staff

Use Original Date ☒

Report For Client

Show Recovery Report ☒

Show Recovery Report By Client ☒ Include Accrued WIP in the Overall WIP Billed ☒

Job

Job From 535 Corporate Tax Job To ACLRCH001L Corporate Tax

Preview Print Close

New option to Show Recovery Report By Client in Client WIP Reconciliation Reports

Figure 40: Tick the box to show Recovery Report By Client (a breakdown)

STAFF TRANSFER REPORT CHANGES

Job Department

When running this report, we have added an option **Department** under the 'Job' section, this will allow you to run this report for a specific Job department.

The screenshot shows the 'Staff Transfers' configuration window. In the 'Main Selections' tab, under the 'Job' section, the 'Department' dropdown is highlighted with a red box. A red arrow points to this dropdown. The 'Department drop down under Job in Staff Transfers Report' checkbox is also visible.

Figure 41: Job Department in Staff Transfers Report

When running this report the staff members department will be displayed and the selected Job department.

Staff Transfers							
Date From :		01/01/2018					
Date To :		31/12/2019					
Department :		Audit					
Code	Name	Staff Department	Job Department	Transfer Rate	Units Worked	Value	Transfer Cost
AK	Aine Kiely	Accounts	Audit	5.50	10.00	500.00	55.00
SD	Susan Denby	Personal Tax	Audit		5.00	150.00	
Grand Total					15.00	650.00	55.00

Figure 42: Staff Transfers Report showing both Staff and Job Department

Type (Transaction)

When running this report we have added a **Type** option, just below the Time Management dropdown. You will see two new options; **Time** and **Expenses**.

If you want to generate the report for just time entries then in the **Type** drop-down select '**Time**'. If you leave the **Type** blank then the report will pull up all transaction irrespective of the time and expenses.

Staff Transfers

Main Selections Other Information

Staff

Staff From Staff To

Grade From Grade To

Office From Office To

Department From Department To

Staff Type

Partner

Manager

Status

Time Measurement

Type

Detailed

Job

Department

Select the transaction type Time /Expense from the drop-down

Figure 43: New option Type in Staff Transfers Report

Staff Transfers						Relate Software Limited
Type :	Time					
Code	Name	Staff Department	Transfer Rate	Units Worked	Value	Transfer Cost
LJP	Laurence JPyzer	Accounts		238.40	4,534.66	
CL	Carol Ledger	Audit	7.50	100.00	1,800.00	750.00
CL	Carol Ledger	Audit	7.50	58.51	1,118.14	441.38
Grand Total				397.31	7452.80	1191.38

Figure 44: Type in Staff Transfers Report Preview

CLIENT AGED WIP REPORT – NEW WIP PROVISION AMOUNT COLUMN

We have added **WIP Provision** amount field as a column option in the **Client Aged WIP** Report.

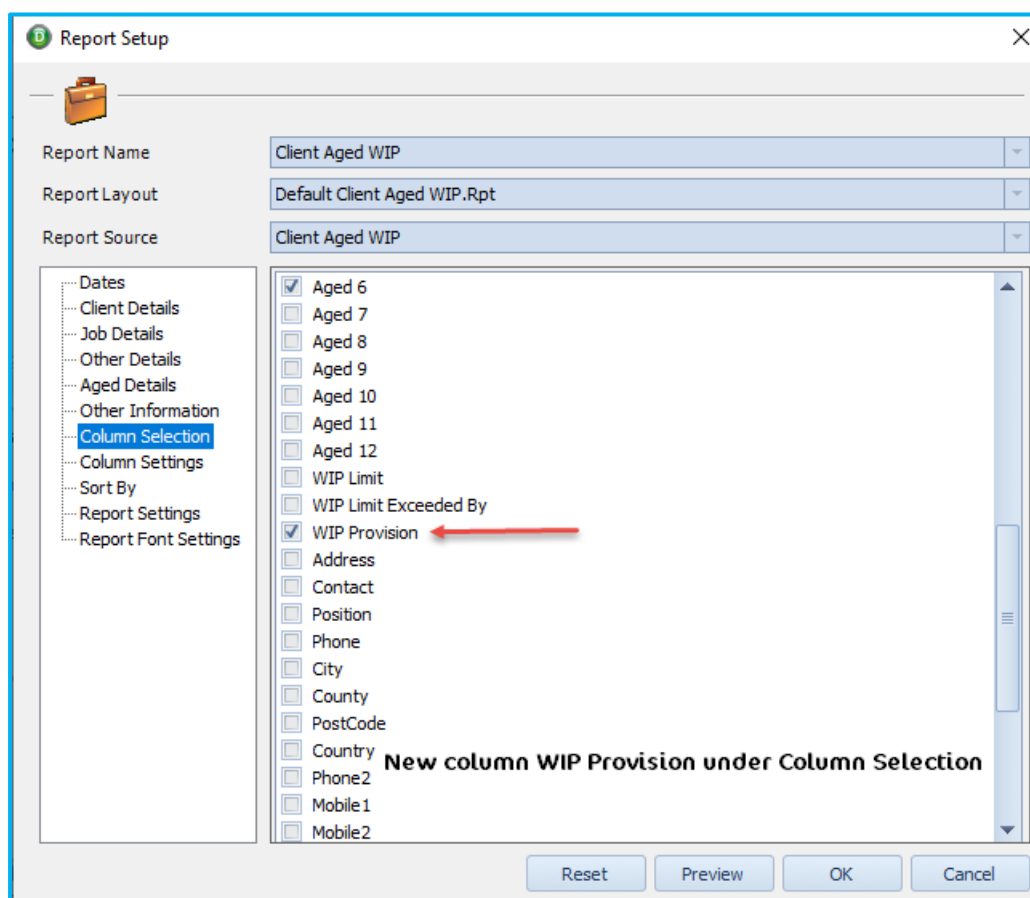


Figure 45: WIP Provision in Column Selection in Client Aged WIP Report

The **WIP Provision** amount column is available for both **Clients** and **Jobs**.

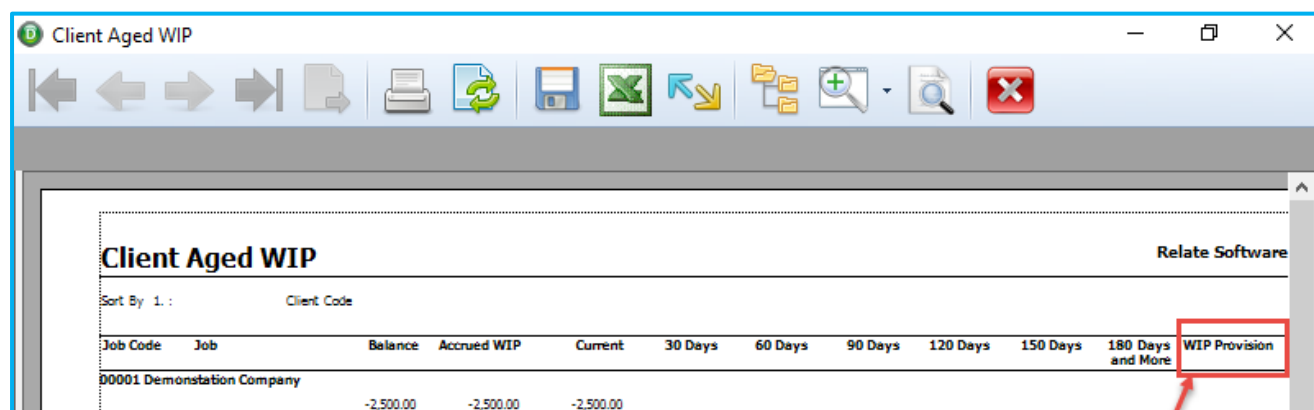


Figure 46: WIP Provision column in Client Aged WIP Report

The **Client Only** tick box on the report 'Main Selections' will determine whether the Report will show the Client WIP Provision or the Job WIP Provision.

The screenshot shows the 'Client Aged WIP' report configuration window. The 'Main Selections' tab is active. The 'Client Only' checkbox is highlighted with a red box. The window contains various selection fields and checkboxes for configuring the report.

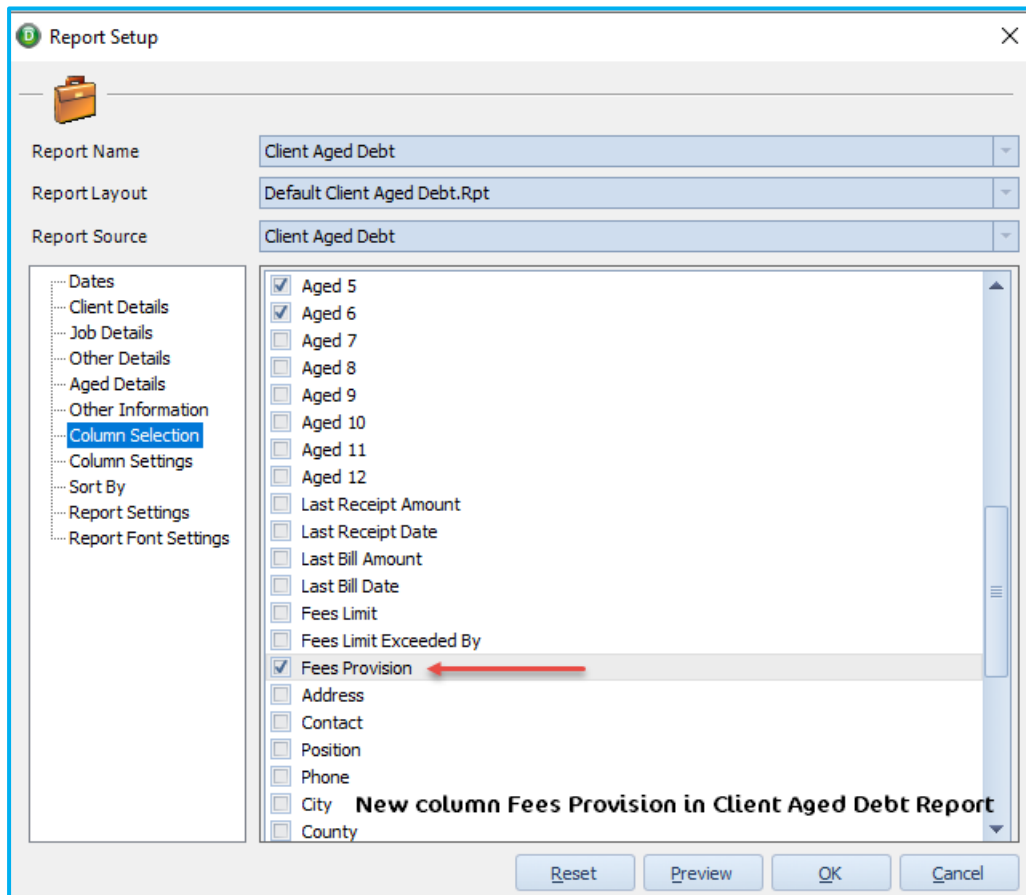
Main Selections				Advanced Selections				Client Other Information				Job Other Information			
Client From		Client To													
Detailed		<input type="checkbox"/>													
Report For															
- Job -															
Job From		Job To													
Job Type															
- Others -															
WIP From		WIP To													
WIP Balance From		0		WIP Balance To		0									
Suppress															
WIP Limit Exceeded		<input type="checkbox"/>													
Age Accrued WIP		<input type="checkbox"/>													
Client Only		<input type="checkbox"/>													
- Sort By -															
1. Client Code		DisplayHeading		<input type="checkbox"/>		Total		<input type="checkbox"/>		Page Break		<input type="checkbox"/>			
2. (None)		DisplayHeading		<input type="checkbox"/>		Total		<input type="checkbox"/>		Page Break		<input type="checkbox"/>			
3. (None)		DisplayHeading		<input type="checkbox"/>		Total		<input type="checkbox"/>		Page Break		<input checked="" type="checkbox"/>			
Totals Only		<input type="checkbox"/>													

Buttons: Preview, Print, Close

Figure 47: Client Only checkbox on Main Selections of Client Aged WIP Report

CLIENT AGED DEBT REPORT – NEW FEES PROVISION AMOUNT COLUMN

We have added **Fees Provision** amount field as a column option in the **Client Aged Debt** Report.



Report Setup

Report Name: Client Aged Debt

Report Layout: Default Client Aged Debt.Rpt

Report Source: Client Aged Debt

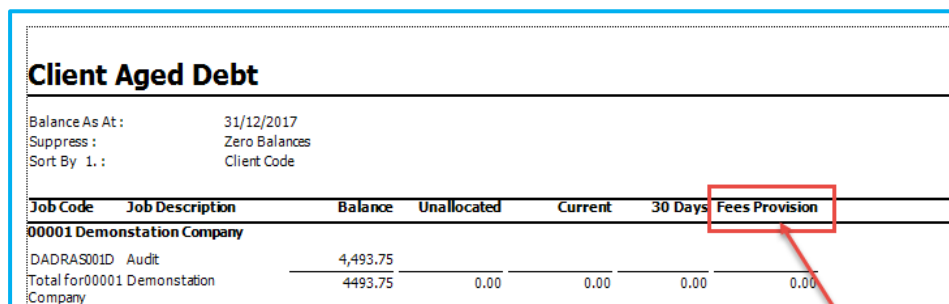
Column Selection

- ☒ Aged 5
- ☒ Aged 6
- ☐ Aged 7
- ☐ Aged 8
- ☐ Aged 9
- ☐ Aged 10
- ☐ Aged 11
- ☐ Aged 12
- ☐ Last Receipt Amount
- ☐ Last Receipt Date
- ☐ Last Bill Amount
- ☐ Last Bill Date
- ☐ Fees Limit
- ☐ Fees Limit Exceeded By
- ☒ **Fees Provision**
- ☐ Address
- ☐ Contact
- ☐ Position
- ☐ Phone
- ☐ City
- ☐ County

New column Fees Provision in Client Aged Debt Report

Reset Preview OK Cancel

Figure 48: Fees Provision in Column Selection in Client Aged Debt Report



Client Aged Debt

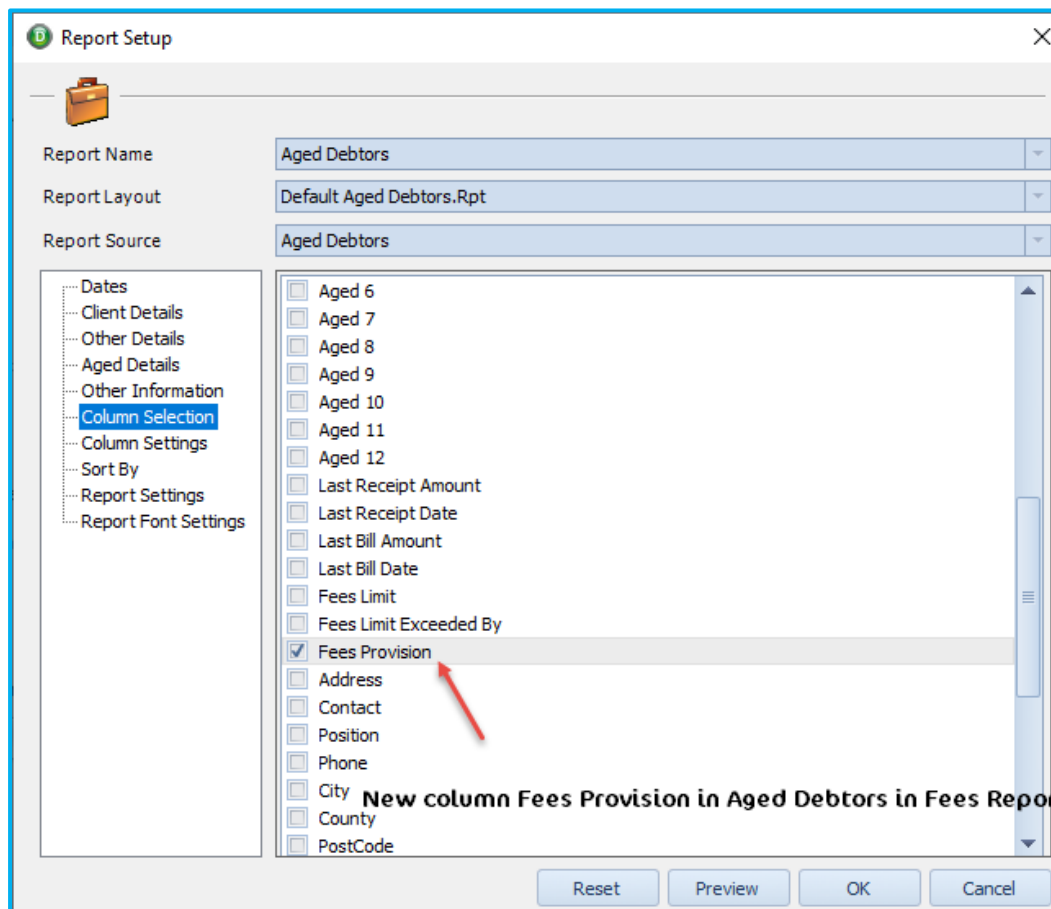
Balance As At: 31/12/2017
 Suppress: Zero Balances
 Sort By 1.: Client Code

Job Code	Job Description	Balance	Unallocated	Current	30 Days	Fees Provision
00001	Demonstation Company					
DADRAS001D	Audit	4,493.75				
Total for 00001 Demonstation Company		4493.75	0.00	0.00	0.00	0.00

Figure 49: Fees Provision column in Client Aged Debt Report

AGED DEBTORS REPORT - NEW FEES PROVISION AMOUNT COLUMN

We have added **Fees Provision** amount field as a column option in the **Aged Debtors** Report under **Fees Reports**.



Report Setup

Report Name: Aged Debtors

Report Layout: Default Aged Debtors.Rpt

Report Source: Aged Debtors

Column Selection

- ☐ Aged 6
- ☐ Aged 7
- ☐ Aged 8
- ☐ Aged 9
- ☐ Aged 10
- ☐ Aged 11
- ☐ Aged 12
- ☐ Last Receipt Amount
- ☐ Last Receipt Date
- ☐ Last Bill Amount
- ☐ Last Bill Date
- ☐ Fees Limit
- ☐ Fees Limit Exceeded By
- ☒ **Fees Provision**
- ☐ Address
- ☐ Contact
- ☐ Position
- ☐ Phone
- ☐ City
- ☐ County
- ☐ PostCode

New column Fees Provision in Aged Debtors in Fees Report

Buttons: Reset, Preview, OK, Cancel

Figure 50: Fees Provision in Column Selection in Aged Debtors

Aged Debtors							Relate Software
Balance As At:		31/12/2017					
Client Code	Client Name	File As	Balance	Unallocated	Current	30 Days	Fees Provision
00001	Demonstation Company	Demonstation Company	4,493.75				
ABB-CLS	ABB Research Centre1	ABB Research Centre1	3,283.75				300.00
HLCAS093	Hybrix Limited	Hybrix Limited	8,812.50				
VENTUR(UK)	Ventura (UK) Limited	Ventura (UK) Limited	500.00				
Grand Total			17090.00	0.00	0.00	0.00	300.00

Fees Provision column in Aged Debtors Report under Fees Reports

Figure 51: Fees Provision column in Aged Debtors Reports

RECEIPTS DISCOUNT REPORT – NEW SEPA DD & BACS DD COLUMNS

We have added the following columns in the Receipt Discount Report in **Bank and Cash Reports**.

- IBAN
- BIC
- Mandate Ref
- Mandate Date
- First DD Flag
- Account No
- Sort Code

To add these columns to the report, right-click on the report name and select 'Open'. Then select Column Selection and tick the required boxes.

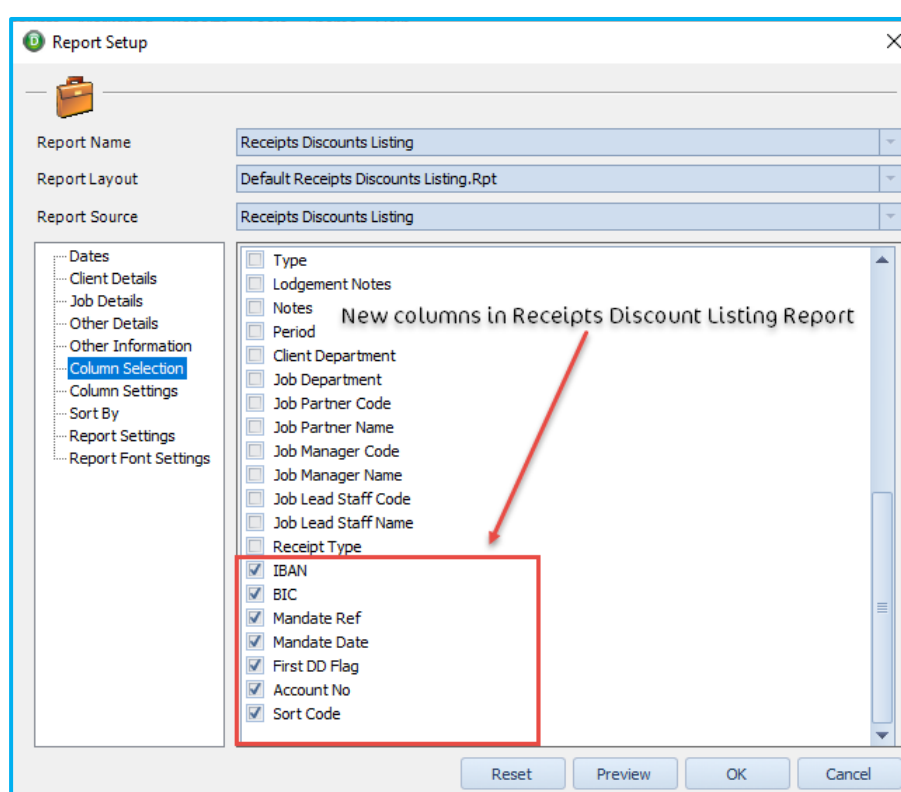


Figure 52: New columns available

Receipts Discounts Listing												Relate Software Limited	
Sort By 1:		Date											
Receipt Date	Bank Code	Bank Name	Client Code	Client Name	Amount	Discount Amount	IBAN	BIC	Mandate Ref	Mandate Date	First DD Flag	Account No	Sort Code
19/02/2020	6750	Bank current account 1	ABB-CLS	ABB Research Centre1	400.00		IE648001 90001720 9740997	BOFIIE22	ABB010220	01/02/2020	Yes		
Grand Total					0.00	400.00							

Figure 53: Sample showing new columns